



## 15 Workplace Organization & Productivity Tips:

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1. Know what's most important to you, personally and professionally. Then align your financial and time commitments to support those priorities (and eliminate or say no to those that don't!)
2. Minimize interruptions by turning off notifications for email and social media.
3. You have an inbox for email. Have an inbox for incoming paper items as well, preferably not located on your desk but outside your office to minimize interruptions. Process it regularly!
4. Save time in Microsoft Excel with this keyboard shortcut: [ **CTRL + ;** ] to enter today's date in the cell.
5. The "Touch Paper Only Once" theory only applies to brands like Charmin or Kleenex. But do decide the first time you touch it and then stage it accordingly.
6. Just because your calendar shows you are free, it doesn't mean you're available. Be selective with your time and guard time for yourself!
7. Use a timer to help you manage time, focus on tasks, and conduct meetings.
8. Save time managing your calendar in Microsoft Outlook by dragging an email for an event and dropping it on your calendar button to create the appointment.
9. Save time managing your contacts in Microsoft Outlook by dragging a new contact's email and dropping it on your Contacts button to create the contact card.
10. Have one – and only one – "To Do System". It can be a planner, a paper tickler file, electronic calendar, a list, or other solution. Just get all of your "To Do" items in one place so you can prioritize and get stuff done!
11. For print and digital publications that you may want to read but don't have to, save them in one location so that you can easily take them with you when you expect to have some time waiting. And when the newest publication is received, get rid of the older one(s) so that you only have 1 copy of it on file.
12. Save time in Microsoft Word while using Bullets & Numbering with this trick:  
Press [ **Shift + Enter** ] to skip a bullet/number. When you press [Enter] again, bullets/numbers resume.

13. Identify areas where, if you gained more knowledge, you would be more efficient. Perhaps it's something as simple as better keyboarding or understanding of a software program. Then go get the necessary training and practice until you're proficient.
14. Stop multitasking! You actually take longer to complete the task – and make more mistakes – when you try to multitask than if you just focused on one thing at a time.
15. Don't schedule more than half your week. Remember: you can't be organized or productive if you're never in your office.