

create space. make time.



streamlife

an organizing company



HOW TO MAKE YOUR OFFICE WORK FOR YOU - *ORGANIZE YOUR TIME*

Setting Priorities

- Identify your priorities and use them to define measurable goals
- For each goal, determine the specific activities required
- Before saying yes to a new activity, ask yourself if it furthers one of your goals. If not, consider saying no.

Schedule management

- Schedule activities in a paper or electronic calendar system that works for you
- Include start and stop, travel and most importantly follow-up times
- Plan your day the night before
- Schedule challenging or important tasks in your peak performance period
- Tackle an activity you're not looking forward to first thing in the morning
- Cluster appointments by geography and group similar activities to minimize task transitions

Overcoming Procrastination

- Scheduling is the first step in committing to perform the activity. Making an appointment gives a task the attention it deserves.
- Be sure to focus on the activity – avoid distractions.
- Be accountable to yourself or to a supportive partner.