

How to be more organized and productive.

If you find your productivity slipping, take some time to explore where you can take action to get back on track. You'll likely find that the issue (s) you are having fall into one (or more) of four categories: preparation, routine, efficiency, or focus. Explore the various categories below to get an idea of some actions you can take to increase your productivity.

Preparation

The key to a successful tomorrow is the preparation you do today. Get a jump start by:

- Creating tomorrow's to-do list.
- Choosing what you're going to wear.
- Packing tomorrow's lunch.
- Prepping the coffee machine.
- Before you leave work, prep your workstation.
- Remove any lingering clutter and prepare for the first task on your list for tomorrow.

Efficiency

Find out where you can save time in your day and begin implementing the changes today. Consider:

- Switching some client phone calls to emails if this will speed up the work.
- Make all emails clear and concise to reduce the amount of back and forth communication.
- Tap into technology to find apps that can help automate repetitive tasks. Spend some time browsing apps to find what meets your needs.

Routine

Create a routine that eliminates your need to spend energy on small decisions. Try out:

- Sticking to a set sleep schedule. Some people are early birds, others are night owls. Create a schedule in sync with your body's clock.
- Start each day the same, maybe:
 - Water
 - Exercise & shower
 - Breakfast
 - Reading/journaling

Focus

Today's world is full of distractions. With various networking outlets and tech devices it's easy to get off track. Try:

- Putting your phone in another room while you work.
- Keep a notepad by you for thoughts that come off that could take you off task (but need to be completed later).
- Complete your most dreaded tasks first.
- Utilize the [Eisenhower Matrix](#) when creating to-do lists.

Declutter your home and office to help you get (and stay) organized:

Decluttering your environment can do wonders for your productivity. Follow the tips below to create an environment most conducive for productivity.

(1) Declutter your home.

Do a thorough run-through of every room in your home. Create a keep, toss, recycle, and donate pile, and then...keep, toss, recycle, and donate! Decluttering your environment can do wonders to your focus. Once you've decluttered, everything remaining should be assigned a home. Schedule time each day to put stuff back in its home. Plan 15 minutes to 1 hour a week to work on decluttering tasks.

(2) Keep everything in it's place.

Once you've decluttered, everything remaining should be assigned a home. Schedule time each day to put stuff back in its home. Plan 15 minutes to 1 hour a week to work on decluttering tasks. Before you go to bed at night clean the hot spots in your home - those areas that generally get used the most like dining room table, kitchen and living room. Straighten up the bathroom. If done daily, it will only take a few minutes.

(3) Get rid of an old item for every new item you bring in.

Make a habit of getting rid of one thing for each new item you bring into the home. Every day look for one thing you can toss, recycle or donate.

(4) Keep your "heading out the door" items by the door.

Keep your keys, wallet or purse and cell phone in the same spot, preferably near the entryway so you don't have to search for them. Coats, shoes, backpacks and umbrellas can also be kept here for getting out the door quick and easy.

(5) Repeat steps 1-4 for the office.

Declutter your office just as you decluttered your home. Give everything its own spot and be sure to get rid of the old as you bring in the new. At the end of each day, clear your desk, purse or wallet, papers, receipts, etc. File everything away in its proper place. Doing all of these things will help minimize distractions and help you stay on task at work. Bonus - no more panicked cleaning sessions - your office will always be ready to look the part in time for client meetings!