

Lesson 3

Organizing - Daily Habits

DAILY HABITS CHECKLIST

At the beginning of your work day:

- Review your schedule and your to-do lists.
- Block off chunks of time for getting your most important tasks done.

During the day:

- Set aside 3-4 planned intervals to check your messages (including email, voicemail, Instant messenger, etc.) throughout the day. These should be at times when you need a small break from processing work.
- When you read or listen to any messages:
 - If it can be answered in less than 5 minutes, take care of it immediately.
 - If it requires an action or response that will take longer, schedule the tasks and file the document until you are ready to reply.
 - Plan to do several similar activities during one time block in your schedule. For instance: phone calls to return, mail items to read or meeting preparation.
- Review your schedule and your to-do lists.

At the end of your work day:

- Review your schedule and calendar, check for any upcoming meetings or deadlines.
- Create tomorrow's To-Do List.
- Transfer any unfinished tasks to the next day's list.
- Make note of where you left off on any tasks that you're in the middle of so you can easily pick up and get started the next day.
- If you'll be away or out of the office, update your voicemail to reflect that.
- Gather any materials or notes you'll need for any meetings the next day so you'll be prepared.
- Put your workspace in order for the next day's start.
 - File any other papers away in their proper locations - folders, desks, cabinets, wastebasket/shredder, etc.
 - Put all supplies (pens, notebooks, staplers, etc.) back where they belong.