Reference and Resources

Time to Plan

- Set deadlines for major tasks.
- Divide large projects into manageable pieces.
- Focus on no more than two tasks at a time.

It's Your Schedule

- Create standard routines in your schedule.
- Don't let meetings run long!
- Set aside times to respond to emails and respond to them within 24 hours.

"To Do" Lists

- Break large tasks into multiple smaller tasks.
- Visually indicate the priority level of tasks.
- Make a "To-Don't" list (useless tasks, unnecessary meetings and phone calls).

Get Organized!

- Establish a "home" for all items (use the tuck it, transfer it, or trash it method).

Distractions

- Block out some time every day for important tasks or projects.
- Close your door if you can and let others know if you don't want to be disturbed.
- Disconnect from social media!

Use Technology

- Manage tasks (set priorities and reminders, use color coding, set-up recurring tasks).
- Microsoft Outlook Video Training (website link)
- Office Quick Start Guides (website link)

You're Not Alone

- Ask for help and delegate to the best person for the task.
- Trust your colleagues and feel comfortable when asking for help.
- Respond to others when they ask for help.

Your Greatest Resource

- Get the appropriate amount of sleep!
- Take a short break to reinvigorate and be more productive.
- Reward yourself when you achieve your goals.