

Be More Productive at Your Desk

Use one planner

- It does not matter whether it is paper or electronic.
- Leave it open and refer to it often.
- Make it the only place you put in appointments and tasks.
- Eliminate post-it notes and scraps of paper.

Block out time in your schedule to work on projects

- Once a project is written in your planner, there is a greater chance that it will be done.
- Divide large projects into steps and put each step in your planner; give step #1 a due date, do the same for step #2, step #3 etc.
- This system help you complete projects that now feel overwhelming.

Set daily priorities

- Make your daily task list “doable” and realistic.
- Focus on 2-3 important tasks or projects each day.
- If you just have a few minutes before a meeting or appointment, use it to complete a less time-consuming task.

Don't let email distract you

- Resist the temptation to check it every time it “dings”. (Consider turning the “ding” off.)
- In the morning, prepare for your day and then check your email.
- Handle email the way you do mail; respond, move it to an electronic folder, flag it (if you need time to think about it) or delete.
- Use electronic folders instead of keeping hard copies.

Hold phone calls until your task is finished

- Screen calls or send them directly to voicemail.
- Schedule call times (just like a meeting) and put in calendar.
- Leave a detailed message -- a return call may not be necessary.

Assign a location for desktop papers

- Set up file folders for the top of your desk – Some examples are:
 - 1) Action Now
 - 2) Action Later
 - 3) Pending (or Waiting)
 - 4) To Read Later
 - 5) To File
- Go through loose papers daily and discard papers no longer needed.
- Move paper to appropriate desktop file folder or file drawer.

Maintain the organization. You've worked hard to achieve it.