

Self Improvement month

September is 'Self Improvement' month.

Change. Yuch. An ugly and scary thought for some of us.

But a time for reflection, too. Change isn't easy for many...but in the end it's the positive payoff we all enjoy.

Everything we do and don't do is directly impacted on how we spend our time. If you are wanting to improve in the areas of organizing and time management, there are many things you can do to meet that goal.

Here are some tips to organize and improve your time management:

1. **Thinking about goals isn't enough.** Vision your goals, write them down and put a measurement and timeline to them. Identify your priorities and remain focused on them.
2. **Spend time planning.** How and when you will handle your priorities, commit the time to your calendar and plan that from time to time the priorities will shift.
3. **Manage interruptions.** When someone interrupts you, they can be pulling you out of your priority and into theirs.
4. **Stop over-committing.** Remain focused on YOUR priorities.
5. **Make an effort to overcome the procrastination habit.**
6. **If you are responsible for conducting meetings,** make sure attendees have an agenda, stay on track and follow up on commitments.
7. **Delegating effectively leverages your time as a manager.** Learn to do this effectively without being a micro manager.
8. **Be mindful of your interaction with the team.** Shoot for improved performance, not perfection or problem solving.
9. **Create and maintain an organized office environment.**

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Source:

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