

4 STRATEGIES FOR BECOMING ORGANIZED AT WORK



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Do you find yourself easily distracted at work? Feeling overwhelmed with your increasing workload? You may need to work on your organizational skills. Not only do organizational skills benefit us in all aspects of our lives, but they're also a top soft skill that employers look for when hiring new employees. An organized employee can be more productive, have reduced stress levels, and meet deadlines in comparison to those who lack organizational skills.

If you're looking to become more organized at work, there are different strategies you can use to accomplish your goal.

Delegate Tasks

If you're feeling overwhelmed as a result of the amount of work you have, delegating tasks is a good way to give yourself more free time. Not only can you free up time in your day, but you can provide others with the opportunity to take on more responsibility, become accountable and develop new skills.

People often feel uneasy about delegating tasks to others because they're worried about the tasks being done incorrectly, or they think it's quicker just to do it themselves. If this is how you feel, you can start by delegating smaller tasks or handing the reins over to someone who has proven themselves trustworthy.

When delegating tasks to a team member, consider these steps:

- **Define the task.**
 - What is it and what needs to be done?
- **Select the appropriate individual or team.**
 - Who is best suited to complete the task and why?
- **Assess ability and training needs.**
 - Do they possess the skills and abilities to complete the task, and do they understand what needs to be done?
- **Explain the reasons.**
 - Why is the task being delegated and why are you delegating the task to this person?

- State required results.
 - What must be achieved?
- Consider resources required.
 - What resources does this person need to successfully complete the task?
- Agree on deadlines.
 - What are the priorities and when is the deadline?
- Support and communicate.
 - Who needs to be informed about this delegation and why?
- Feedback on results.
 - Did the person successfully achieve the goals for the task and did you provide feedback?

Say No

Do you find yourself accepting every request even though you already have a long list of things to do? Do you feel obligated to say “yes”, or rather, feel uncomfortable saying “no” for fear of repercussion? Although it can be difficult to say no, especially to a manager or supervisor, learning to say no when you’re unable or unwilling to do something can benefit both you and the organization depending on how you approach the situation.

If you think that taking on more responsibility or tasks will affect the quality of your work, it’s important to speak up. Instead of just flatly saying “no”, speak with your manager about why you’re unable to accept the request. They may be able to provide you with more resources or solutions to support you in your role.



If you must say no, take these steps into consideration:

- Be silent; think about what you have already planned.
- Assess what the request will require from you. Are you prepared to do the additional work required to fulfill the request?
- Are you able to accommodate the request from a time perspective? If so, you may consider saying yes.
- If not, give yourself permission to say “no”.
- Although it may feel uncomfortable to think about saying “no”, it’s important to remember that each time you say “yes” to someone or something else, you have to say “no” to yourself and your priorities. If your personal goal is to become more organized, you need to make decisions that support this goal rather than hinder it, and that may include saying no to additional tasks.



Set Time Limits

Once your daily task list has been finalized, it's a good idea to create time limits for each task. Since there's only a certain amount of time each day, it's important to consider the amount of work you have with the amount of time it'll take to complete each task. After you've established a timeline, you'll be in a better position to determine how realistic it is to complete your daily task list. At this point, you can reach out to your manager to provide them with an update or request any additional support if needed.

As you determine the amount of time needed to complete your workload, consider the following:

- **Keep track of the actual time spent on each task.**
 - You can then refer to it the next time you need to assign a time frame for a similar task.
- **Use time blocking to put aside “block” time in your calendar to do something in particular.**
 - Factor in any time during the day you may need to set aside for personal matters or anything else unrelated to your workload.



Set Goals

When people have clear goals, their efforts are more likely to produce the desired results in a given time. For this reason, use goal setting as a tool for staying organized at work. You can also speak with your manager about taking a collaborative approach to goal setting to align your personal goals with the company's goals. As a result, you may feel more motivated to accomplish these goals if you've had a say in defining them.

One method that is often used to help define goals is the use of the acronym SMART.

- **Specific**
 - Your objectives should be specific, detailed, well defined and results-orientated.
- **Measurable**
 - Evaluate your goal using numbers, rates or percentages.
- **Achievable**
 - Ensure that your objectives are achievable so you don't lose motivation.
- **Relevant**
 - Create goals that are in-line with the mission statement or purpose of the job.
- **Time Bound**
 - Set deadlines for achieving your objectives so progress can be measured against a time frame.

If your performance is suffering at work due to being unorganized, or if you're looking to incorporate new organizational skills into your repertoire, consider implementing some or all of these strategies. You can also contact your Employee Assistance Program to speak with a certified counsellor who can work with you to develop personal strategies that work best for you.

WHO WE ARE

Aspiria Corp. is the only company in Canada focused solely on providing Employee Assistance Program (EAP) and Student Assistance Program (SAP) services.

Aspiria was founded in 2003 by Charles Benayon in response to market changes in the EAP industry. As the industry consolidated and providers of EAP services diversified into other markets, our founder recognized the opportunity to develop a unique and innovative EAP offering to the underserved small- and medium-sized employer.

In 2011, we utilized a similar strategy to expand our mental health service offering to another much-needed sector: the college and university student market. Today, Aspiria serves over 315,000 employees, students, and their families in Canada and internationally.

One hundred percent Canadian-owned, Aspiria provides a solution-based suite of mental health and wellness EAP/SAP services to all employer and educational sectors across the country when and where they're needed most.

Aspiria recognizes the value and importance of promoting, fostering, and maintaining the well-being of its clients, employees, students, and their families. Our mission is to create expert health solutions that empower organizations and their people. Professional and nimble, our clients recognize us for our integrity, transparency, and accountability in all that we do.