

EVERYTHING ORGANIZED | AROUND THE OFFICE

Take Charge of Your Day

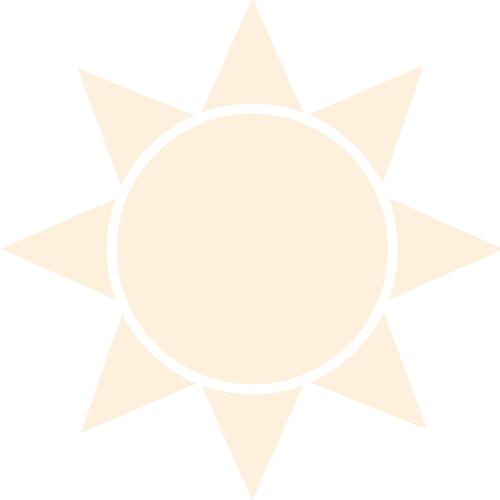
Do you generally just want to fit more into your day? Implementing small adjustments into your routine can help to save big time. Use these tips to help organize your day, and you will experience increased productivity.



Take Charge of Your Day

Do you want to start exercising daily? Wish you had time in the morning to read the paper over a cup of coffee? Or do you generally just want to fit more into your day? Implementing small adjustments into your routine can help to save big time.

Use these tips to help organize your day, and you will experience increased productivity.

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If you are one of those people who just isn't good at time management, these three tips will help you stick to a daily schedule and generally get more done.

- **IDENTIFY YOUR DAILY TASKS**

If you want to introduce new tasks into your daily schedule, you should first identify the everyday tasks that make up your routine. Start by writing down everything that you do on the average day, such as taking a shower or driving to work. If you have trouble thinking of everything you do in a day, try carrying a notebook around to jot down reoccurring tasks. Record how long it takes to complete these tasks and the time that you do them.
- **PLAN**

Write down each new task that you would like to complete. Be honest with yourself about the most realistic time to fit in these tasks. Don't write that you're going to add an hour of exercise into your mornings when you are already struggling to get out of bed. Schedule new tasks where you feel you can sacrifice the most time. If you can save time in your routine by prepping your meals on Sunday rather than starting from scratch on the weeknights, you'll have time each day to squeeze in a little more productivity throughout the week.
- **PRACTICE**

Taking charge of your days may not come easily at first, but with a little practice, it will become second nature. Pick a day to start your routine, and remember to leave a little extra time in your schedule to accommodate situations out of your control, and of course, relaxation time.

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