organization

arrange into a structured whole; order

Getting organized comes as second nature to some of us, while others may choose to procrastinate on "spring cleaning" or organizational tasks. For those people, just the mere thought of cleaning up and getting organized can be daunting.

Whether or not keeping organized is one of your strengths, it's a habit everyone should get into. If you've ever kept your boss waiting because you couldn't locate an important document, or if you're guilty of arriving late to meetings frequently or missing an important deadline, getting organized should be at the top of your to-do list.

Benefits of keeping organized:

You can increase your productivity. By keeping organized, you will save time looking for things and will have more time to work on important tasks. As organization can improve the flow of communication between you and your team, you can also make your team more productive. After all, better communication leads to better results.

You can reduce your stress level. Is your manager asking you to locate a document from five years ago? If things are organized and labelled neatly, tracking this down should be a piece of cake, rather than a source of stress! You can be on time – consistently. Organization and punctuality go hand-in-hand. Consider setting calendar alerts, for example, to ensure you do not get too caught up in a task and lose track of time. Impress your manager – be prompt and show up on time.

You can ensure you meet deadlines. When task after task begins to pile up, it isn't too hard to forget one small, yet important task. Don't miss an important deadline on a project because you got sidetracked with another urgent item. Set calendar alerts so you will never miss a deadline again – or better yet, surprise your manager and complete your task ahead of schedule.

We can all agree these are some pretty great benefits – but where should you start?

Your desk Start by getting rid of any papers that can be scanned, recycled or shredded. This is usually the biggest part of clutter on a person's desk. If a document contains confidential information, be sure to go the route of scanning or shredding, rather than recycling. For all other papers that you feel are important to keep, create a filing system and label items. Sort things out by client/customer, by project, alphabetically, by date, or whatever makes the most sense for you.

Time management Managing your time well is crucial to being organized. Time management involves allowing yourself enough time to finish tasks, not spending too much time on any one project and balancing the time you spend at home and work. Managing your time is important because it helps you conserve your energy and stay calm in a fast-paced environment. Deciding when and how to use your time is a fundamental element of workplace organization.

Communication Another important organizational skill to consider is communication. Your communication skills are based on how well you share and receive information in the workplace. If you are an organized communicator, you will be able to give other members of your team the information they need in an effective and timely manner. Organized communicators prioritize efficiency in the workplace by responding to requests quickly, giving instructions accurately and relaying information reliably.

Working under pressure Organization is particularly important in high-pressure situations. In fast-paced environments and workplaces that enforce strict deadlines, being organized is critical to an employee staying calm and focused. *If you can effectively schedule your time, manage your energy and use your resources, working well under pressure will make you a valuable asset in your workplace.*

Self-motivation An important element of organization is the ability to take initiative. Organized employees are well-aware of the tasks they need to complete and can work on assignments without supervision or assistance. If you can earn a reputation for being organized and self-sufficient in your workplace, you will likely be given even more opportunities to use your skills and develop professionally.

Get Into A Routine

You may find it difficult to stay organized at work when you first start, but don't give up. Keep practicing the suggestions on this list, and eventually, you'll get into a routine and start to see results.

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