

organization

an efficient and orderly approach to tasks



Organization might feel like a “born with it” trait—you either got it or you don’t. But actually, organization can be *learned and honed* like any other soft skill.

It’s worth learning. Organized people are less likely to miss important tasks and tend to feel less stressed. When things are organized, you know where to find your daily to-dos, how to grab that template you always use, and which emails need to be addressed today. This leaves you more time and space for brainstorming, creating, and *higher impact* problem solving.

Organization also reduces *work about work*—things like following up on tasks, switching between apps, and looking for status updates. 60% of our days are dominated by work about work, with only 40% left for skilled work and strategy—the most important aspects of your job. When you know where things are, you can spend less time searching for information and more time *actually* executing.

TOP 3 ORGANIZATION TIPS:

TRACK YOUR TO-DOS IN A CENTRAL PLACE

The more you try to mentally track things in your brain, the less productive you’ll be. The first step to making a better to-do list is to get it out of your head.

This is a key tenet of the getting things done (GTD) method, which encourages you to free up brain power by tracking your to-dos in a tool instead of in your head. Once you have all of your to-dos written down, use a to-do list tool to turn those tasks into organized, actionable steps.

LEARN TO MANAGE YOUR TIME

Time management is a critical part of being organized. **If you aren’t in control of your time, you can’t be in control of your tasks.**

Time blocking is when you schedule out every moment of your day. This includes your meetings, tasks, and everything in between—from scrolling on Instagram to lunch breaks. Creating a detailed schedule gives you control over your calendar. You’ll become aware of exactly how you’re spending your time and where to improve.

Eat the frog: It might sound like a weird time management technique, but the eat the frog method comes from a famous Mark Twain quote: “If it’s your job to eat a frog, it’s best to do it first thing in the morning.” Essentially, this translates to tackling your most difficult tasks first. Start each day by identifying and completing your hardest tasks, going down the line until you’re left with easier items to end the day. This helps you take advantage of your most productive working hours—often when you first start work—to begin with a success.

PRACTICE INBOX ZERO

Contrary to popular belief, Inbox Zero doesn’t always mean having zero emails in your inbox. The concept is more about organizing your emails and reducing digital clutter *so you can stay on top of important tasks and updates.*

To apply Inbox Zero, set a time every week or *every day if needed* to triage incoming messages. Review your inbox and organize every item by tasks or priorities. Apply simple rules that help move the process forward. For example, if you use a work management platform, assign tasks and labels as you read through messages. Or use keyboard shortcuts to speed-read through messages and shoot off quick responses as needed.