

Tips on Getting and Staying Organized

It may take some initial effort to incorporate these simple suggestions into your workday but soon they will become routine and their benefits will be realized.

- ⇒ Take a few minutes each day to list what needs to be accomplished and to prioritize the tasks. Use a piece of paper, a PDA, the PC. Periodically review the list as your day progresses.
- ⇒ When working on an important task, avoid unnecessary interruptions: block out time to complete the work, postpone non-critical meetings or send a delegate, let a colleague or your voicemail pick up the phone calls, leave the emails until later.
- ⇒ Keep a clear work area, a list of key contacts and a simple filing system. Work papers may be more accessible when using cubbyholes as opposed to traditional filing cabinets.
- ⇒ Periodically set your short and long term goals. Draft a task list of how to accomplish these goals. For large undertakings, take the time to prepare a project plan. Periodically review and update your task list. Communicate the goals to employees and other appropriate parties.
- ⇒ Audit your workflow to identify ways to improve efficiency. Clearly document the preferred workflow and review it with all appropriate parties.
- ⇒ Utilize an accounting system such as QuickBooks or Peachtree. Update and reconcile records at least weekly. Take advantage of the numerous reports for tracking cash flow, receivables, payables, etc.
- ⇒ Do not be afraid to delegate. Your time may be better spent providing and marketing your product or service.

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