**20 Things to Do Every Day to Be More Organized and Productive**



Getting organized will go a long way towards being more productive every day. But before that can happen, you must first purge items you don't need or want. From there, if you will choose to lead a more disciplined, simplified life, it will be much easier to stay organized. Here are some tips to help.

Staying Organized

1. Keep your keys, wallet or purse and cell phone in the same spot, preferably near the entryway so you don't have to search for them. Coats, shoes, backpacks and umbrellas can also be kept here for getting out the door quick and easy.
2. Carry a small notebook with you or add an app on your phone for jotting down notes while you're on the go.
3. Once you've decluttered, everything remaining should be assigned a home. Schedule time each day to put stuff back in its home. Plan 15 minutes to 1 hour a week to work on decluttering tasks.
4. Is there an app for it? While paper and pen are great for some things, apps can be super handy when creating to do lists, setting reminders, and even managing your money.
5. Create a filing system that works for you. At the end of each day, clear your desk, purse or wallet and pockets of papers, receipts, etc. and file them away in their proper place.
6. Before you go to bed at night clean the hot spots in your home - those areas that generally get used the most like dining room table, kitchen and living room. Straighten up the bathroom. If done daily, it will only take a few minutes.
7. Make a habit of getting rid of one thing for each new item you bring into the home or office. Every day look for one thing you can toss, recycle or donate.
8. Do something you enjoy every day.
9. Just do it. Don't complicate things by stopping mid-way. Even if it takes a little extra time to finish. Do it.

Being More Productive

1. Wake at a time that is right for you. Some people are early birds, others are night owls. You will be more productive if your schedule is in sync with your body's clock.
2. Get a jump start on the next day by preparing the night before. Make a to-do list of things you must get accomplished the next day. Choose what you're going to wear. Pack your lunch. Prep the coffee machine.
3. Before you leave work, prep your workstation for the next day. Remove any lingering clutter and set out the necessary tools for completing the first task on your list for tomorrow.
4. See if clients are willing to switch to email instead of phone calls if those calls tend to drag on. Then set specific times to handle emails each day.
5. Make each email count. Be clear and precise in what you write so you reduce the number of emails being sent back and forth.
6. Keep a distraction list by you while you work. When a thought pops in your head that is off task. Write it down and come back to it once you have finished the task you're working on.
7. Start each day with a routine, even if it only takes a few minutes to do. This might look something like:
   1. Water
   2. A brisk walk
   3. Breakfast
   4. Reading something inspirational or journaling
   5. Shower
8. Do the most dreaded tasks first to reduce procrastination and to give you a sense of real accomplishment early in the day.
9. When creating to do lists, use the Eisenhower matrix. This basically means categorizing everything into 4 lists:
   1. Urgent & Important - Things you must personally see to right away
   2. Important but Not Urgent - Tasks you need to schedule time to do.
   3. Urgent but Not Important - Tasks you can delegate to others.
   4. Not Urgent or Important - Things you can remove from your list.
10. Set deadlines. Assign each task a block of time to complete it. When you add time frames and can see exactly how your day is blocked out, you will stay more focused.
11. Shortcut work. From scheduling emails to using keyboard shortcuts, anything that can shave off a few minutes of time and take care of repetitive tasks will boost your productivity. There are lots of tools and apps available these days.