

Staying Organized at Work and While Working Remotely

GoSkills online course syllabus

Skill level

Beginner

Lessons

21

Pre-requisites

No prior experience needed

Video duration

32m

Estimated study time

32m 10s

Instructor

Amy Fritz

Introduction

1 Staying organized at work

Staying organized can be a real challenge when balancing multiple tasks, meetings, and daily routines.

Organize Your Desk Area

2 The power of an organized work space

It's all in your head. In this lesson, you'll learn the psychological benefits of a clean work space.

3 Purging unneeded items

You think you need it, but do you? In this lesson, you'll learn how to identify what you need and what you don't need at your workspace.

4 Filing done right

Unkempt files can lead to disaster. In this lesson, you'll learn tips for how to manage the flow of physical and digital files.

5 Additions to your workspace

A clear workspace is about having the right supplies. In this lesson, you'll learn how to implement a few items that benefit your productivity.

To Do List

6 Write a to do list for the next day

The to do list is your best friend. In this lesson, you'll learn how to make an efficient daily to do list.

7 What can you delegate?

You don't have to do everything. In this lesson, you'll learn how to use the delegation matrix.

8

Keep separate lists for different projects

Not all to do lists carry the same weight.

Calendar

9

The power of a well organized calendar

What gets scheduled gets done. In this lesson, you'll learn how to harness your calendar as an extended to-do list.

10

Review your day the night before

Visualizing success can get you started on your goals. In this lesson, you'll learn habits for visualizing and tackling a full calendar.

11

Sync your calendars

Don't let important things slip through the cracks. In this lesson, you'll learn how to sync all your calendars for maximum efficiency.

12

Block out time for productivity

Setting appointments with yourself creates accountability.

Don't Multitask

13

Do one task at a time

Admit it – multitasking isn't really that efficient.

14

Go offline when you're working

Your connection to the internet is distracting.

15

Turn your phone on airplane mode

You don't have to be in an airplane to utilize Airplane mode. In this lesson, you'll learn how to get comfortable with not being reachable 24/7.

Take Breaks!

16

Take a stretch break at least every hour

Your body is the ultimate productivity tool. In this lesson, you'll learn useful stretches to keep your body and mind flexible and functioning.

17 Take a walk every few hours
When your brain starts getting fuzzy, that's a sign to take a walk.

18 Take a lunch break
Your body needs breaks, and you conveniently have one already scheduled in the middle of the day.

Maintenance

19 Daily check in: calendar and to do list
Your productivity tools are not on "set it and forget it" mode.

20 Weekly workspace cleanup
Like a garden, your workspace needs to be weeded constantly. In this lesson, you'll learn tips for always keeping your workspace in ship shape.

Conclusion

21 Getting organized and taking action
You've completed this course! Congratulations. You're now ready to take your organizing skills to the next level.

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