

Staying Organized at Work and While Working Remotely

GoSkills online course syllabus

Skill level

Beginner

Lessons

21

Accredited by

Verified by GoSkills

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.

Calendar

6

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.

- 7 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.
- 8 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.
- 9 Block out time for productivity**
Setting appointments with yourself creates accountability.

To Do List

- 10 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.
- 11 What can you delegate?**
You don't have to do everything. In this lesson, you'll learn how to use the delegation matrix.
- 12 Keep a separate lists for different projects**
Not all to do lists carry the same weight.

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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