



**Get Organised!**

If, like me, you work from home, you'll understand the frustrations of trying to fit too much into your day. So here are a few tips on how to get organised to make the most of your time.

- Write a 'to do' list – include everything you need to do. It is so satisfying to tick off the items on your list.
- Prioritise – put a deadline against each item, then you can prioritise in order of importance and urgency.
- If you have a huge job to do, cut it into bite-size chunks. This makes it seem more achievable.
- Set your working hours. How many do you want to work? What time do you want to start and finish? I have chickens to feed etc. so I don't start work until 10am. You may be an early bird or you may work better later in the day. It's whatever best suits you.
- Try not to multi-task too much. I find it easier to try and complete one job before going onto the next. As a writer, I try and do one piece of work in one go, including the research. Then save it and come back to review it the following day. I find I can focus more in the morning, so I tend to do anything complicated first thing and then do some of the easier tasks in the afternoon. Find out what works for you.
- Distractions – no matter how hard you try, you will always get distractions or interruptions. For me, the worst distraction is Facebook and email! If I hear the familiar 'ping' of a new message, I'm all over it like a rash! So I logout completely and put the telephone on answerphone. I incorporate breaks into my day...and that's when I check email, Facebook and telephone messages.
- Try to review your workload once a month. Look at your 'to do' lists – what have you achieved? What went well and what didn't? What still needs to be done? Is there something you keep putting off doing? Do you need to outsource that particular piece to someone else who is more of an expert than you are? Reviewing your work helps you to see what you find easy and what needs more concentration, which helps prioritise more effectively.



If you work from home and have any more ideas on how to organise your day, I'd love to hear from you.

Until next time.....

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