



Organizational Management

– the 24 hour day

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Starting with yourself and then moving outward while maintaining a balanced blend of relationships, lifestyle choices and activities that include work and play.

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Mastering a skill, craft, or habit can take a long time – sometimes years. In order to reach your goal, a brick by brick approach is going to have to be taken from the moment you get up until the second you fall asleep. Envisioning the entire day ahead of you can be a daunting task. Whether you have deadlines to meet, a flight to catch or important meetings to attend, making sure you have a positive outlook for the day ahead is crucial for being able to tackle issues and accomplish goals. Throughout the span of 24 hours, a great deal of work and play can be achieved for the most productive 24-hour day.

1. Wake Up Early- This might sound difficult to pull off, but doing so will provide you with more time to accomplish important tasks and activities. With limited distractions in the morning, this time has the potential to be your most productive part of the day. What is holding you back from getting an early start? Resolve it.

2. Visually See Your Goals- Write your goals on Post-It Notes on your bathroom mirror and read them twice a day until they're accomplished. Then, remove them from the mirror and place them in a "good for me folder".

3. Watch Motivational Videos- Zig Ziglar is a master for motivating individuals. When you watch a short and positive video to start the day, your mind will start thinking optimistically, which will provide you with a positive outlook for the day. Prayer, meditation and stretching or short workout are great morning activities to add into your morning schedule too.

4. Leave Drama Behind- If you want to be able to concentrate properly at work, there cannot be drama and stress weighing over your head. According to helpguide.com, emotional intelligence is built by reducing stress. The ability to resolve conflicts positively and with confidence will help reduce your stress level. This will lead to a more productive day.

5. Eat a Healthy Breakfast- Adults need to eat breakfast each and every day in order to perform at their optimal levels. Eating a wholesome, nutritious morning meal will get your body working. By recharging your brain and body, you'll be more efficient in just about everything you do.

- 6. Write Down Daily Goals-** Review your next day the night before the new day begins.
- 7. Stay Hydrated-** Maintain your hydration. Drink eight– 8+ oz glasses of water a day.
- 8. Check Emails only 3 times a day-** Three times a day helps you keep your organizational skills in balance.
- 9. Do Something that Makes You Happy-** Start incorporating something you like to do into your daily routine. If you are waking up earlier each day, there will be more time to do activities that you actually enjoy doing. Life is too short not to enjoy each and every day. Incorporating an activity that makes you happy should be a part of your 24-hour schedule.
- 10. Workout-** According to US News & World Report, exercising increases your productivity and gets your endorphins going. Do a quick routine each and every morning or in the evening before you go to bed. This will get your heart rate going and provide you with more energy. Your physical and mental health will improve if you incorporate some type of workout into your daily routine.
- 11. Less and Shorter Meetings-** Make each meeting you have quick, efficient and maximize your time for more productive outcome.
- 12. Reduced Travel Time-** Sometimes, your living situation can be hard to change. If you have the opportunity to make your commute shorter or get your errands done closer to home this can greatly increase your effectiveness and enhance your overall well-being.
- 13. Do something that makes you uncomfortable-** Science has proven that doing something that scares you will make you more productive. Whether you decide to strike up a conversation in the elevator with a stranger or eat in a restaurant alone, you should make it a goal each day to do 1-3 things that make you uncomfortable. We are creatures of habit and often known to get stuck in monotonous routines. Doing something that makes you uncomfortable each day will build confidence and enable you to accomplish goals you never thought possible.
- 14. Don't Hold Grudges-** The Mayo Clinic states that letting go of grudges and bitterness can make way for happiness, health and peace. Grudges typically pertain to events that have happened in the past. Make sure to focus on the present moment and the future and not waste your time on something that can't be changed from the past. Confucius said it best. "To be wronged is nothing, unless you continue to remember it."
- 15. Reach Out to Influencers-** If you reach out to someone you admire each day, the influential people that you will end up meeting will amaze you this will grow your network.

16. Write A Journal Entry Each Day- Psychcentral.com states, “There is increasing evidence to support the notion that journaling has a positive impact on physical well-being.” You can learn a lot from going back in time and looking through all of your journal entries. You will be able to see the growth you have achieved and remember both the good and bad times in your business and personal endeavors. You never know if the journal entry from today will lead to your next big business endeavor or great invention. Venting in the form of written communication is also a great stress reliever.

17. Face-to-Face Meeting- Make sure to schedule a face-to-face interactions during the day. Whether this is with your best friend, college professor, minister, colleague or neighbor it is always a nice feeling when you can talk with someone in-person. If you hold more face-to-face meetings each day, more important events will happen in your life.

18. Don’t Multi-Task- Focus on just one task at a time and do it with your full focus. This creates less stress and will allow for better results and less chaos. Don’t be scared to turn down projects. Doing multiple projects with mediocre results is not satisfying. Instead, focus on one-task at a time and do it well.

19. Drink Coffee- Some people might not need caffeine in their life, which is a great feat in itself! Having a cup or two of coffee before lunch can give your workday a nice jump-start with the added fuel. Just make sure not to drink too much, otherwise you can be a jittery mess. Drinking coffee on a daily basis can give you a nice boost of energy over the span of your day.

20. Plan Ahead- Schedule time each day to plan ahead. Make a “to do” list for all of the tasks you need to accomplish for the following day. Completing and checking off the items on your list will help motivate you to accomplish your project goals. This will also reduce stress when you plan ahead.

21. Read Often- Reading can help you come up with fresh ideas. Read about all that interests you. Reading stimulates your brain. Start reading each day and incorporating this into your routine!

22. Organized Calendar- Maintaining a detailed calendar of events that include time and place is an absolute must. An organized calendar will help you be productive for future events.

23. Go to Bed Early- If you really want to make the most out of your 24-hours, get a good nights rest so you will have the energy to make the next day everything you want it to be.

24. Smile- Researchers at the University of Kansas found that the act of smiling has a positive effect on our happiness and physical health. Smiling actually helps the heart recover more quickly after stressful events. People want to be around someone that smiles. If you are happy, you will be amazed about what you can accomplish. Start smiling more each day and enjoying everything that your life has to offer with an optimistic attitude.

