



ORGANIZATION IMPROVES EFFICIENCY AT INTERNSHIPS, JOBS

BY KAYLA DUKET

ORGANIZATION IS AN ESSENTIAL SKILL TO INTEGRATE INTO YOUR DAILY WORK ROUTINE TO ACHIEVE MAXIMUM PRODUCTIVITY.

Creating habits throughout your day will not only make your job easier, but it will also be less stressful to have a clear organized system. Utilizing technological tools and scheduled practices will keep you on track to achieving your goals.

It's important to keep not only your physical work space organized, but also the tasks that you have to accomplish to hold yourself accountable to the company. Create both short- and long-term goals to keep yourself motivated to accomplish greater things. Creating to-do lists and calendar reminders takes an extra 5 seconds out of your day, and helps to keep your daily schedule organized, as well as allows you to keep track of everything you did that day.

There is no greater feeling than crossing off the last bullet on your to-do list for the day. Allow these small organization tips to serve as small accomplishments for yourself to note how much is actually getting done!

When it comes to physical work space, every position is going to need different tools to accomplish the job efficiently. Many companies take advantage of an intranet software for employees to access a company database and serve as

an integrated communication tool. Each company will need different features for the specific intranet, but the overall idea is to serve as a central place to store company files, forms, updates and messaging tools. Intranets are a great way to keep the company as a whole organized because it's a central location for all employees to refer to.

Further, each specific job you have will need different tools to help keep organized. Many companies are going paperless each year, and storing files in a central location can be very beneficial to your productivity and reduce your stress of losing something important! Everything that can't be stored in the intranet can still be organized with other programs like Google Drive. Creating labeled folders in Google Drive is an excellent way to store materials you need for your daily tasks, in a free cloud you can access anywhere and at any time.

Many people mistake being organized as being more of an inconvenience to daily activities. However, those who integrate organized habits throughout their day are more satisfied with their job and more likely to move up within a company, according to Reader's Digest. Imagine a life where you can take one more step each day to achieve your career goals, and feel productive at the end of the day. Anyone can achieve an organized lifestyle and maximize their work experience; it just takes the small habits throughout the day to help you reach these goals!

