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Three Ways to Keep Your “Get Organized” Resolution at the Office

&

The Sleepyhead’s Guide to Becoming a Morning Person

These two articles arrived in my Inbox courtesy of WorkflowMax – I found each interesting so I thought I'd share with you via our eNewsletter.

Three Ways to Keep Your “Get Organized” Resolution at the Office



Getting organized is the second most popular resolution, according to a study conducted by the University of Scranton. Are you still sticking to yours?

If you've fallen back into old habits, it's time to recommit.

Simply setting a goal to become more organized can seem anything but simple. Living in a world of clutter can leave you feeling increasingly overwhelmed and stressed out—and no one has time for that.

Use the following tips to break bad habits and move toward a more organized work life.

Start with Home Base: Clear Up Workspace Clutter

Take a moment and look at your desk. Can you see the top of it?

A study from the Princeton University Neuroscience Institute shows that physical clutter negatively impacts our ability to process information and focus. Make straightening and organizing your desk a top priority.

Above all else: Don't be a hoarder. Throw away anything that you no longer need, and store items of importance in folders or designated drawers. Hold yourself to a system that works for you and helps keep the clutter from creeping back and taking over your workspace.

Employ a Virtual Teammate: Leverage Technology Where You Can

Simplify your life by automating part of it. Today's job management, financial and email marketing tools enable different levels of automation that can simplify and speed up delivery of crucial aspects of your business.

Some automation ideas to consider include:

- Employ all-in-one workflow management software so that data can seamlessly (and automatically) flow to all aspects of your organization (i.e. from business development to project management to finance).
- Automate the generation and distribution of performance, financial and employee reports.
- Create automated invoice email reminders that get sent to clients, vendors or partners who are overdue on their payment.
- Set up automated bill pay so you don't have to worry about keeping bills organized and paying them on time.

Define Daily Priorities: Always Know Which Tasks To Complete

For some, disorganization comes from not knowing which projects to prioritize.

Start your day with a hard look at your assignments. Consider deadlines, ROI potential or importance to a teammate's responsibilities. Then, order your tasks from most-to-least important.

Also, consider when your brain is working at its peak (e.g. first thing in the morning, right before lunch, or even at 2 a.m.). Prioritize your more challenging tasks for these times, and tackle the less brain-intensive tasks for the parts of the day your brain may not be firing on all cylinders.

The Sleepyhead's Guide to Becoming a Morning Person



It has been said you can divide the population on earth into two types of people: those who leap out of bed at some ungodly hour of the morning, bright-of-eye and ready to face the day... and all the normal people.

If you are one of those normal people who only just discovered there was a 6 o'clock in the AM and have to wrap your alarm clock in padding to prevent it being damaged every time you throw it at the wall, then maybe it's time you thought about a different approach. Are you ready to do the unthinkable and become a morning person?

Here are several tips to get you out of bed and into work mode earlier:

Put Your Alarm on the Other Side of the Room

A simple hack to get you mobile is to place your alarm clock on the other side of the room. If you want that annoying tinny version of "Für Elise" to stop, then you're going to have to get out of bed to make it happen.

You could also try changing up your alarm tune to something designed to get you amped. There's nothing like death metal to send you out of bed!

Dump That Caffeine

Avoid drinking caffeine before you go to bed. It keeps your brain awake and alert, which is not what you need when you're trying to sleep. And anything that helps you sleep better will also help you wake up better.

Get Some Sun ASAP

Apart from injecting your body with awesome vitamin D, sunlight sends a message to your brain to shut off melatonin production - that's the hormone that makes you sleepy. The sooner you get some exposure to sunlight, the better your brain will produce it for the following night.

Turn off that Tablet

For at least an hour before you go to bed, try to avoid any access to electronic devices. This includes the TV, your phone, your laptop or tablet, the timer on the microwave oven, turn them all off. The light from electronic screens tricks your brain into thinking it's still daytime. Plus, if you're playing games or doing anything that stimulates your brain before bed, you'll still be wired from it and you'll have trouble sleeping.

Read a Book

Experts are actually divided on whether reading a book before bed can be beneficial to sleep or not. The research certainly suggests that any book you read should be in the traditional print format or on an E- reader without a back light.

Schedule Less Arduous Tasks for the Morning

This might sound like a bit of a cop-out, but ask yourself why you're struggling so much in the morning? Is it that you are trying to do your most mentally-taxing tasks in the morning, when your body and mind aren't yet up to the task?

It is useful to tackle something small and easily achievable first thing in the morning. When it isn't even 7am and you can tick a task off your to-do list, it really helps to motivate you for the rest of the day.

Eat a Yummy Breakfast

Having a healthy breakfast is a great way to jumpstart you for the day and pack your body full of energy for your morning tasks. Sadly, breakfast is one of those meals that many people skip.

So make it a habit to eat a healthy breakfast. Don't just have a nutritious breakfast - make it something yummy that you look forward to eating.

Too often people leave breakfast as a kind of afterthought and so often skip it as it's not exciting or interesting like lunch or dinner. But it doesn't have to be!



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