

9 Ways to Work Efficiently and Effectively in the Organization

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Organization skills for administrative assistants are one of the most valuable skills to have as an administrative assistant. Without the ability to organize your work and your resources, you could be twisting in the wind in no time. You may have been able to muddle along back in the day, but in today's competitive environment, you need to work any advantage in your favour.

Fortunately, there are at least 9 ways to improve your organization skills as an administrative assistant without too much effort on your part.

Be proactive

Most people take the work one day at a time, coming in ready to take on whatever happens. However, that means you are reacting to a situation rather than preparing for it in advance. The best way to make the most of your day is to prepare for it in advance. Know what you need to do for the next day and make preparations for them before you leave for the day. This not only takes the guesswork out of your workday, but it might also even give you some insights or ideas of how to do the work better.

Make a list

Part of being proactive is making a list of all the things you need to do for each day. The benefits of this are of course so you don't forget anything. An added bonus to making a list is crossing it out. It gives you not only a concrete way to keep track of the tasks you need to do, but it motivates you to keep doing it because it gives you such a sense of satisfaction and accomplishing crossing each item on your list. This is putting all your ducks in a row, and you shoot them down one by one, metaphorically speaking.

Make a schedule

At the same time, you are planning the day and making your list of tasks, you should make a schedule, giving each task a prescribed time to do each one. You can ensure you meet all your deadlines, and nothing is left by the wayside.

Be an early bird

You are more likely to get more things done, and in time, if you start early. Of course, this should reflect on the work schedule you make, but getting started early also means there are other things you can do to keep you on your toes, such as daily exercise and a good breakfast. Starting early also means you avoid stress by having plenty of time to get to work and do anything else you need to do.

Establish a filing system

Most of your files are probably going to be digital, but you still need to know where everything you need is stored. Looking for lost files will take up as much of your time as looking for misplaced items. You need to make sure all your files are in its proper place. You should also have a master document of all your files, and the location of those files.

Make the most of your prime time

Everybody has a certain time of the day when they are most productive. Some work better early in the morning, while others work best in the evening. You should schedule all your most demanding or challenging work during this time. Of course, if your business involves meeting with other people, you need to coordinate your prime time with theirs.

Minimize interruptions

You may think it is obvious, but you waste a lot of time dealing with interruptions to your work. This is why it is important to make a schedule. Follow the schedule and avoid distractions as much as possible. Turn off your mobile phone, close the door to your office, and avoid useless meetings. If you travel frequently, you should travel in as comfortable surroundings as you can so you can do work.

Learn to delegate

You might think you are saving money by doing everything yourself. The fact is, you can save a considerable amount of time and effort by delegating tasks to the right people and focusing on core activities that will make you money.

Organize your workplace

Whether you work alone, or you have employees, you want to arrange your work area so you can be more efficient. You can minimize the time and effort it takes to get things done. Even putting the photocopier next to where you keep your paper supplies can help save a few steps and trips that ultimately increase your productivity and that of your employees.

Organizational skills for administrative assistants are crucial to the success of any business. Some people are naturally organized, but even if you aren't, you can develop them. These 9 ways can help you improve your organization skills in practical and workable ways.

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