

smarttime!

When you're better organized ...

- 🌀 You have more time
- 🌀 You are more productive
- 🌀 You feel more in control



create time...make space

Break it up!

There is no large and difficult task that cannot be divided into little easy tasks.

~ Buddhist Saying

Do you feel like you're constantly in a battle with those piles of projects and big tasks sitting on your desk waiting to get done?

Are you close to losing the fight?

Here's an easy tip to help you get back in the ring, win the fight and get the whole thing done!

Stop looking at everything as one big project ... break it up into small and manageable one-step pieces.

Make sure each step can be accomplished in a short sitting ... like 10 minutes or so. You can then choose one thing and get it done and cross it off as complete.

VOILA!! You're instantly one step closer to getting that project finished.

Imagine the possibilities. You can actually start crossing stuff off within minutes. Now that's a winning strategy for success.

Now, get on with your day!

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Helping busy professionals get more done in less time.

Georgina Forrest, your Organizing Expert, helps busy professionals clean up their offices and shows them how to work smarter – not harder. Be sure to sign up for her Organizing Quick Tips and get a free report: 5 PAINFUL TIME MANAGEMENT MISTAKES PEOPLE TYPICALLY MAKE. Sign up here: <http://sworganizing.ca>

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