

Getting Organized

Leadership Toolbox

Podcast Transcript

Centennial Student Union & Student Activities

Minnesota State University, Mankato

Do you consider yourself an organized person or do you need help getting yourself organized? If so, this is the place for you. I will be providing you with helpful tools to become more organized and be more successful in your future. Organization is a key to being a successful student, employee, and employer. My name is Ashley Strom and the goal of this podcast is to give you great ideas on how to get yourself organized, useful tips to stay organized, and the advantages of being organized.

Ways to Get Organized

There are multiple ways to be organized but here are some helpful steps that can improve your organizational skills.

Tip #1: Carry around a note pad and pen.

Since we can't always rely on our memory, writing things down allow you to look back and check for details and it also helps you remember!

Tip # 2: Be sure to ask questions.

If you are not clear on the details, be sure to ask questions to clarify. Whether this is for a homework assignment or a work project, asking questions for specific details and taking notes on them is a great way to stay organized.

Tip #3: Make a to-do list.

There are many advantages of making a to-do list. Stay tuned to hear more about them!

Tip #4: Use a calendar or planner.

Having a calendar or planner is a good way to get organized because it is a visual. Visuals provide a great way to manage your time and tasks that need to be accomplished by certain dates or times.

Tip #5: Delegate responsibilities.

If you are a leader of an organization, delegate tasks to other members. It is hard to stay organized if you insist on doing everything yourself.

These are some helpful tips to get you organized. If you use them, organization will come and your success will increase in the activities you choose to participate in.

To-Do List

One of the most popular and simple ways to being organized is having a to-do list. Not only does it keep you organized but it can help you stay on task. Here are the top 6 advantages to having a to-do list.

#1: You don't always have to rely on your memory. We all know that our memory is not the most dependable thing to count on so by making a list, we don't have to think as hard.

#2: It minimizes the risk of forgetting or missing something. By having a list, the tasks are in front of us; making it more likely to remember.

#3: It helps us prioritize our tasks. After making a list, we have a visual of what needs to be done and in what order. This can make your time more productive.

#4: It helps eliminate repetition of work. Let's say you have multiple tasks that need to be done and some of them are in the same area, with a list, those tasks can be done together and your time will be used more wisely.

#5: You can cross off what you have accomplished. When you are finished with a task, you can cross it off your list. This will give you instant gratification when the task is done!

#6: Left over items can be the start of tomorrow's list. Getting a head start on tomorrow is always a good thing!

After listening to these tips on getting organized, I hope you find some that work for you! Getting organized can be fun and is a useful skill to have. Just remember that being organized will only benefit you and others in the long run.

This podcast was presented by Student Activities at Minnesota State University, Mankato. Find other podcasts at mnsu.edu/activities/toolbox. Thank you for listening. I hope that you found some useful information to get you organized!