

# 5 Steps to Handle Your Workload

By Linda Barutha

1. Make sure to setup your filing system. By categorizing everything into a filing system, you will be able to quickly sort out your work. This will also allow you to focus on one task at a time and avoid feeling overwhelmed. Make sure your system includes a “To-Do” file, so important tasks don’t get mistakenly filed away and lost.
2. Sort as you go. When you bring the mail in every day, do you toss it into a pile for later? That’s just a mind-scrambler waiting to happen. Instead, as soon as you bring in the mail, take a moment to open everything, shred what you don’t want and file the rest. Again, don’t forget to make use of your “To-Do” file.
3. Block time out on your calendar for work. It may sound funny, but by actually making an appointment with yourself to work, you won’t feel pressure during other times of your day to be working.
4. When you do sit down to work, make sure all distractions are out of the way. Usually, that means the TV is off and others aren’t going to be fighting for your attention. Try using an iPod. With earbuds bringing your favorite music in your ears, it will be easier to focus on what you are trying to accomplish.
5. Don’t work when your “work appointment” is over. Sometimes this is harder than you think. If you are like me, once you get on a roll, you want to keep on going. However, if you do that, then the next time you have a work appointment, you may just want to avoid it, giving yourself the excuse that you worked extra long during the last appointment. This is a slippery-slope that will have you dreading your work appointments. Your down time is just as important as your work time. So respect both.

*This article was written by Linda Barutha, Author, Coach and Workshop facilitator for online small business owners. Go to my website to get your FREE copy of her eBook, “Setting up your Computer Desktop for Success”.*

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