

**Accomplish Small Tasks,  
Stop the Stress,  
and Save Time**



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Everything in its Place®

## Accomplish Small Tasks, Stop the Stress and Save Time

There are many small, mostly non-priority tasks during the business day that take only 15-30 minutes. Many of them are daily tasks, some are weekly, and some are monthly.

This report will show you how to save time and accomplish these small business tasks faster.

The one thing you do **NOT** want to do is to work on all your small tasks and never complete your priority tasks. Schedule your priority tasks first. Then add these small business tasks.

### 1. Create a specific time and day for small tasks

Create a specific time for those small, non-priority tasks that you do every day.

Start your morning with a specific morning work routine (see #2). After that, set times for the other items on the Daily Small Task list below.

**Be strategic about using your time - value it.**

If you are a morning person, tackle those priority projects right away and save your email and small tasks for the afternoon. Although you can do filler tasks in the morning (see #3).

If you are an afternoon person, tackle those priority projects in the afternoon and do your more mundane and small tasks in the morning. Filler tasks can be done whenever there is extra time. (see #3).

**a. Daily Small Tasks – choose a specific time**

- Read non-priority emails
- Reply to non-priority email
- Delete your spam folder
- Make phone calls
- Return voice mails
- Open physical mail
- Read: newspaper, magazine or journal articles
- View and respond to social media

You may not always be able to do something exactly at the time you choose. There will be times when a phone call or meeting delays your schedule, but try to stay close to your scheduled times unless an important project or meeting occurs.

**b. Weekly tasks – Choose a time on the same day of the week**

If items repeat each week, then schedule them on the same day of the week each week. Then you will know what day to tackle these tasks. Here's some examples:

- Create or schedule social media posts
- Review tracking reports
- Create file folder or binder labels
- Review project status

**c. Monthly Tasks - Several days before the end of the month**

- Pay bills *(You may need to do this bi-monthly or weekly)*
- Order supplies
- Review your budget
- Review your monthly calendar
- Review monthly tracking (sales, prospects, customers, optins)

## 2. Batch Related Tasks

When you put tasks together that relate to each other, you batch them.  
When you do the batch in the same order, all the time, you create a routine.

Certain items “go together” like creating a personal morning routine of journaling, exercise, shower, dressing and eating breakfast (or any combination of those.)

Separately each one might be a 15-30 minute task that take 1-2 hours when batched together. Each small task has a definite place in the bigger routine. By doing these items together in a batch, you do them faster, especially if they have become a routine.

There are 2 work routines I recommend to my business clients maintain daily. One is a morning work routine and the other is an end-of-the-day work routine.

### **Morning Work Routine**

Start this routine the moment you sit down at your desk/work area.

For many of you, it might start with a cup of coffee or tea before you sit down to get to work!

1. Check your Calendar for today’s schedule
2. Review your To Do List  
(even if you created it the day before)
3. Write your top 3 priorities for the day  
If you have a planner, you can write it in there. If not, put it on a piece of paper to remind you of your priorities for today.

## End-of-the-day Work Routine

1. Clear off your desk.
  - Put away any paper files that are out
  - File any information that you downloaded and did not file into the proper place
  - Remove anything on your desk that doesn't belong there.
2. Review your Calendar
3. Create your To Do List for tomorrow
4. Prep for tomorrow (*material ready if traveling to a meeting*)

Do you see how batching these small, related tasks as a routine helps you get them done together? The tasks in the Worksheet are already in batches, but you can change the order.

## 3. Use Filler Tasks

Some of these tasks can become “filler tasks to fill an empty space in your day.

Maybe you finished a project in a shorter amount of time, so you have 15 minutes before a meeting. You can now use that extra time to do a small, specific task.

- Review your To Do List
- Make a phone call
- Play your voice mail and return a call
- Read a few emails that came in during the day
- Shoot a quick video for social media
- Go through a magazine index and mark what articles you want to remove for reading later (*highlight or check mark*)
- Pull out articles you already marked in a magazine index
- Make a list of supplies to order
- Order supplies

## 4. Create Reading Time

You may have articles or magazines, that you have downloaded or bookmarked on your computer to read when you have time.

Articles can often be read in 15-30 minutes. By selecting a reading time you can start reading through that material.

If you need to save the article, file it or bookmark it.  
If you don't need the information in the article, delete or toss it.

***Tip:** When you first read an article or book, highlight or underline in red ink the ideas that you would use. (I use a 6" ruler with a red pen.) This will save time when you review the article. If you finish the article and decide you don't really need it, toss it.*

You may find your day is too busy and prefer to do your reading in the evening after kids are in bed. This is one small task that you can easily do "outside" of the workday when it's quiet.

## 5. Establish Social Media Time

One of the biggest timewasters can be social media if you do not control it. By establishing a set time, you can keep yourself from going down a rabbit hole like Alice in Wonderland. A digital timer can help you stay within a certain time period.

These could easily be filler tasks, as well as small tasks that are done in a batch.

Ex: Every Friday afternoon schedule your social media for next week. Batch creating social media for Facebook, Pinterest, Instagram, and LinkedIn as well as your blog.

By batching all of these small tasks into one time period, the small tasks become a bundle and eventually a routine. The routine helps you post to social media consistently and not forget to include one of the platforms.

## 6. Create Business Review Time

It's important to review the status of your business. There are two key areas you want to watch.

The first is your money.

What money is coming in - your income, and what money is going out – your expenses. If your expenses are more than your income, you will want to make some adjustments.

The second is knowing your numbers – tracking analytics.

### **a. Money comes in and money goes out.**

It's a good idea to establish some money routines.

Depending on how many bills you have to pay, coupled with how many you can afford to pay at one time; determine if you will pay bills monthly, bi-monthly or need to pay them weekly.

Deposits could also be made at the same time if there are few physical checks. Otherwise deposit once a week.

***Tips:** Financial software will help you track your business expenses and deposits and make tax time easier by sorting into categories. (ex: QuickBooks)*

*A separate business bank account keeps business money separate from personal money, even if you are using personal money in the beginning to pay for expenses. You can just transfer money into your business account. It also helps you track deposits and expenses.*

## **b. Tracking**

Tracking is important in business. You want to “know your numbers.”

How many new prospects joined your email list?

How many prospects opened your email?

How many prospects clicked on a link?

How many prospects became customers?

How many sales did you have?

How many of a particular product did you sell?

How much money did you make / product?

How much profit did you make in a month?

How many people viewed, or opted into a course?

How many people viewed or clicked on an ad?

How many people are on each of your social platforms?

How many people viewed a social media live?

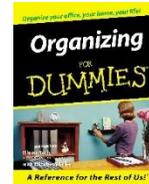
How many people liked or commented on a social media piece?

Review various programs to help you determine your numbers from your email service to Google Analytics, Facebook Pixel, Pinterest Analytics, etc.

Do not just view these when you want specific information about how a webinar or product is selling. Also review your statistics weekly to see how your business is growing.



**Eileen Roth**  
*Your Organizing Tour Guide*



As the author of **Organizing For Dummies**<sup>®</sup>, Eileen Roth demonstrates how to be more productive, reduce your stress, and save time and money. Eileen named her company Everything in its Place<sup>®</sup> because she truly believes that you can find a place for everything.

Eileen is a national speaker, trainer and productivity expert in the areas of:

**Office Organization**  
**Time Management**

**Home Organization**  
**Student Organization**

She helps people learn how to put everything in its P.L.A.C.E.<sup>™</sup> This reduces stress and people find things WHEN they need them. In fact Eileen Roth's organizing principles are simple to remember, easy to implement, and maintenance is minutes a day to stay that way.

Eileen Roth's background stems from over 15 years in office and association administration. Clients include corporations, associations, and research facilities.

***Major National Media***

Today Show    Self  
Oprah         Real Simple  
                  Reader's Digest  
                  Woman's Day  
                  Men's Health

***Business Publications***

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