

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



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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 your small, administrative business tasks.

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

Create a specific day (or date) and time for those small, non-priority, administrative tasks that you need to do daily, weekly or monthly.

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 on the next page.

Be strategic about using your time - value it.

Understand if you are a morning, afternoon, or evening person. What that means is: When do you have the most energy during your day? When do you feel you focus better or do the most work?

If you feel more energetic in the morning, then that's the best time to do your priority or creative work while your lesser priorities and administrative small tasks would be in the afternoon. It's often called your Peak Time.

If you are an afternoon person, it's the reverse. Your lesser priorities and administrative small tasks would be in the morning while your top priorities and creative work would be in the afternoon.

a. Daily Small Tasks – choose a specific time of day for daily admin tasks

- Read non-priority emails
- Reply to non-priority emails
- Delete your spam emails
- Make phone calls
- Return voice mails
- Open physical mail
- Read newspaper, magazines or journal articles
- View or respond to social media
- File papers and/or digital files in your downloads folder

You may not always be able to do something exactly at the time you choose. Sometimes a phone call or meeting changes 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 every week on the same day of the week. Then you will know what day to tackle these tasks. Here's some examples:

- | | |
|-----------------------------------|--------------|
| Review project status | every Monday |
| Review tracking reports | every Monday |
| Create or review accounting forms | every Friday |
| Create social media posts | every Friday |

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

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

2. Batch Related Tasks

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

Certain items “go together” like this personal morning routine:

- Journaling or meditation
- Exercise
- Walking/feeding pets
- Shower
- Dressing
- Eating breakfast
- Reading the newspaper
- Driving to work or going to a home office room

Separately each one might be a 15-30 minute task that which adds up to 1-2 hours when batched together. Each small task often has a specific place in the bigger routine.

By doing these items together in a batch, you do them faster, especially when done in the same order every day, until they have become a routine.

Example: Billing
 Invoicing
 Deposits
 Purchase Orders
 Data Entry

Work Routines

There are 2 work routines I recommend to my business clients to 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 people it starts 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
(see End of Day Work Routine)
3. Review your top 3 priorities for the day
If you use a planner, you can write them in there. If not, put them on a piece of paper to remind you of your top priorities for today.

End-of-the-day Work Routine

1. Clear off your desk.
Put away any papers or paper files that are out.
Put away anything on your desk that doesn't belong there.
File any information that you downloaded and did not file into the proper file on your computer.
2. Review your Calendar for tomorrow, and the rest of the week or next week.
3. Create your To Do List for tomorrow
4. Choose your top 3 priorities.
5. Prep for tomorrow *(material ready, especially if traveling to a meeting)*

Batching these small, related tasks as one routine helps you get them done faster.

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 early, so you have 15 minutes before a meeting. You can use that extra time to do a small, specific task. This is filler time.

Delete your spam emails

Review your To Do List

Make a phone call

Play your voice mail and return a call

Read a few emails

Go through a magazine index and mark what articles you want to remove for reading later (*highlight or check mark the index*)

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 daily reading time you can read 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. 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 to look at social media, you can keep yourself from falling down a rabbit hole like Alice in Wonderland. A digital timer can help you stay within a certain time frame and prevent huge amounts of time being wasted. Looking through social media could easily be filler tasks too.

Schedule putting up social media posts on one day a week.

Ex: Every Friday afternoon schedule your social media for next week into all of your social media platforms.

There are social media platforms like Later® and Planology® that can help you post to several platforms all at once, saving you time.

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

A 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, especially for taxes.

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

b. Tracking

Tracking is important in business. You want to “know your numbers.” Review your numbers from your email service and Google Analytics, etc.

How many new prospects joined your email list?

How many people opened your email?

How many people clicked on a link?

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 liked or commented on a social media piece?

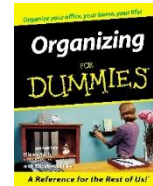
Conclusion

There are many small tasks to do. You will be surprised at how these little tasks pile up. They usually get pushed aside, but they need to be done sometime.

If you want to save time, find space for these tasks by assigning specific days and times to do them. Some may get done as filler tasks, but most of them will be accomplished by having a routine time to do them daily, weekly or monthly.



Eileen Roth
Your Organizing Tour Guide



As the author of ***Organizing For Dummies***[®], Eileen Roth demonstrates how to be more productive, reduce your stress, and save time and money. Eileen named her company Everything in its Place[®] 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.[™] 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.

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