

Helpful Organising Checklists

Daily Organization Checklist

- ✓ Prioritize tasks using a to-do list or planner
- ✓ Check and respond to important emails/messages
- ✓ Review your schedule and prepare for upcoming meetings
- ✓ Declutter your workspace (physical & digital)
- ✓ Set reminders for crucial deadlines
- ✓ Take short breaks to maintain focus

Weekly Organization Checklist

- ✓ Plan your week ahead, setting realistic goals
- ✓ Organize documents and file important papers/files
- ✓ Clean up your email inbox and sort messages
- ✓ Review progress and adjust priorities
- ✓ Schedule any necessary follow-ups

Monthly Organization Checklist

- ✓ Reflect on productivity and identify areas for improvement
- ✓ Conduct a deep clean of workspace and digital files
- ✓ Update important records and financial logs
- ✓ Set new goals and strategies for the upcoming month