

The Text Emphasizes the Significance of Organization and How to Effectively Organize Our Daily Tasks

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Abstract:

Significance of organization and how to effectively organize our daily tasks. Optimize the daily work.

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Organizing is the management function that involves creating an organizational structure and allocating human resources to achieve objectives. The structure, often represented by an organization chart, serves as the framework for coordination and decision-making, referred to as organizational design decisions. Departmentalization at the organizational level involves clustering jobs into departments to coordinate effort effectively, using various methods like function, product, geography, or customer, often used by larger organizations.

Job design involves designing individual jobs to effectively use human resources. Traditionally, job design was based on division of labour and specialization, assuming narrower content leads to greater proficiency. However, experience shows that jobs can become too narrow and specialized, leading to negative outcomes like decreased job satisfaction, increased absenteeism, and turnover. Instead, organizations should focus on creating a more flexible and adaptable work environment. If possible, give the chance to work from home whenever necessary. And provide some vacation planning for the busy work schedule. Organising and maintaining resources is one of the key factors in achieving the organisation's goals and objectives. Even organising their work and delegating and assigning tasks, monitoring the tasks, and evaluating their performance are successful factors in achieving the goal.

✚ The best way to organise the work for individuals

- Maintain long-term goals by reminding yourself, revising them as needed, setting daily priorities, and keeping inspirational pictures nearby.
- Create daily, weekly, and monthly to-do lists of crucial tasks and regularly review your daily priorities to ensure efficient daily tasks.
- It is crucial to consistently record your daily tasks, remember them, and ensure that you follow up on them.
- To improve concentration, schedule quiet work time, focus on challenging tasks when energy is highest, avoid procrastination, and use commute time to plan activities.

- Daily check work calendar, write commitments in pencil, and use planning and scheduling forms and software to avoid conflicts and map out long-term projects.
- Administer tasks beyond your expertise level, provide adequate training, and provide feedback on assigned projects.
- Sort incoming mail by priority or action and use voice mail to screen phone calls.
- Maintain a clean workspace by keeping only essential daily items on top, archive rarely used materials, discard duplicates, and leave blank space on bookshelves for growth.
- It is advised to steer clear of work-related distractions such as the presence of mobile devices and websites.
- Organize files by priority, keeping important ones accessible, and spend some minutes clearing your desk each day and planning for the next days.