STOP GETTING SIDE-TRACKED

7 WAYS TO STAY ON TASK

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You pick it up, put it down, leave the room, and wonder what you even went in there for.
Does that happen to you?
If so, you're definitely not alone.
Many people agonize over this very same thing. It's called getting sidetracked and it's very easy to do!
You may not know this, but the word “sidetracked” is actually a railroad term.
It's when a railroad car is moved to a different track in order for another load or train to go by.
Sometimes, this sidetracked railcar is forgotten about until an urgent event brings it to a worker's attention.
Often our best intentions get sidetracked as well.
We get started on a task and the next thing you know, a different task has commandeered our attention.
Here are a few ideas to help keep your mind on track:
I. MAKE A LIST

Writing down tasks helps you keep up with what needs to be done.
1. MAKE A LIST

The act of writing helps reinforce the idea in your mind.
2. USE YOUR CALENDAR

Assign tasks to a time slot on your actual calendar.
2. USE YOUR CALENDAR

In other words don't wait until you “get around to it.”
2. USE YOUR CALENDAR

Make it happen by setting an appointment.
3. WORK WITHIN YOUR ATTENTION SPAN

We each have a certain amount of time that we can focus before drifting off into la-la land.
3. WORK WITHIN YOUR ATTENTION SPAN

Work with yourself.
If you can manage only 15 minutes, then set your timer for 15 minutes and get something done.
3. WORK WITHIN YOUR ATTENTION SPAN

Then take a break before you do 15 minutes more.
3. WORK WITHIN YOUR ATTENTION SPAN

If you tell yourself to do something until it is done, you're likely to feel overwhelmed and never finish the task.
4. DIVIDE AND CONQUER

Take a large project and divide it into smaller jobs.
4. DIVIDE AND CONQUER

Who has hours and days to spend on one thing?
Break it into smaller assignments.
4. DIVIDE AND CONQUER

Instead of thinking you need to clear out the entire file cabinet, tell yourself you will do letters A-C today and then D-F the next time.
5. MAKE A LIST OF STEPS

If your project has multiple steps, making a list helps you stay on track.
5. MAKE A LIST OF STEPS

Post the list. Do step one. Do step two.
Cross them off as you go.
6. STOP DISTRACTIONS

Determine what distracts you.

Then banish the distractions.
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It might mean turning off your phone for an hour, shutting off the TV so you can concentrate better . . .
6. STOP DISTRACTIONS

... or finding a babysitter for your young child so you can work more effectively.
7. USE EVERY KIND OF REMINDER

Set an alarm to remind you.
7. USE EVERY KIND OF REMINDER

Get a buddy to check on you.
7. USE EVERY KIND OF REMINDER

Hang a sign on the doorway so you see it when you want to leave the space.
7. USE EVERY KIND OF REMINDER

Put a reminder in an email.

You can do it!
Thank You!
I hope you enjoyed these Get Organized Now! tips as much as I enjoyed sharing them with you.

I’d love to hear your feedback.
If you liked these complimentary organizing resources, please send me an email to let me know.
Or tell me how I can improve them to serve you even better.

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