



## Hamilton County HRD's Follow-Up Flash: Organizing Skills

### Mid-Year is a Great Time to Organize Your Work!

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With the end of June fast approaching, it's an ideal time to use your organizing skills to review your progress at work. Since it's mid-year, you can review what you have accomplished at work in the first half of the year and look ahead towards what you want to accomplish in the second half.

Here are some ideas for getting started:

1. Look at what you planned to accomplish at the beginning of the year. Did you (or your boss) set goals or objectives for 2009? If so, get them out and review them. Make notes about your progress with those goals and objectives so far. Be specific about what you have achieved. Evaluate what is working and what is not with achieving the goals that you've set for the year.
2. Make plans for how you will continue progressing towards achieving your goals and objectives. Or, if you don't have formal objectives, just think about what will be important to achieve in the second half of the year. Talk with your boss, if you're not sure. Set SMART goals for achieving what you need to achieve.
3. Organize your workload, setting dates for the milestones within each goal, objective, or project. If it appears that it's not possible to keep up with everything, decide what's most important, with guidance from your manager. Sort and purge activities to make time for what's most important, and assign activities a home within your schedule.
4. Talk with your manager about your mid-year insights. Share with your manager what you have achieved in the first half of the year and about your plans for accomplishing the work in the second half of the year. Ask your manager for feedback and suggestions.

This mid-year organization of your work can help you stay focused on what's important to achieve this year. Plus, it can make you feel really good about what you've already accomplished!

*Good luck with your organizing! And if you want to brag, we want to listen! Contact HRD with your organizing success stories. Call Lisa Doerger at 946-4713 or e-mail [lisa.doerger@hamilton-co.org](mailto:lisa.doerger@hamilton-co.org).*

#### The Organizing Process

1. Evaluate what is working and what is not.
2. Set SMART goals.
3. Sort and purge.
4. Assign everything a home.
5. Use the system.
6. Evaluate the system.
7. Continuously improve the system.

