

Ways You Can Form Good Work Habits

Much of the success in your business or career will depend on how well-established your work habits are. People who have good work habits are more organized, more efficient and are less likely to waste time and money. Want to form your own good work habits? Here's how:

Use a 'to do' list.

It's an old trick, but it never fails. Every morning, write down your 'to do' list for the day (or every evening write one for the next day). Check off each task as you complete it and at the end of the day, refer to this list again to see how much you have accomplished. Take note of what tasks still need to be done and write them down on another 'to do' list.

Learn to file.

Filing is the simplest way to becoming organized. By knowing where files are kept, you don't waste valuable time trying to look for them. Better yet, you are least likely to lose important documents if you know how to keep them in their proper places. Learn the art of organizing and begin improving your performance at work.

Learn to prioritize.

Determine the urgency of things that land on your desk. Is the project more important or should the meeting be handled first? Does email need to be read right now or should article writing come first? Do you call customers first or should you handle website issues? Learn to recognize the things that need your attention first and then work on them in order of priority.

Keep important references and numbers in a notebook.

If there is certain information and references that you always use, write them down in a small notebook or file on your computer desktop. Trying to memorize them may not be enough because memory can be tricky. Just make sure you don't include anything confidential, though.

Answer the phone after the second ring.

A ringing phone is both sad and annoying. Boost your company's image and build good work habits by answering the phone on the second ring. This gives you an allowance in case the first ring is a dud and helps you promote promptness.