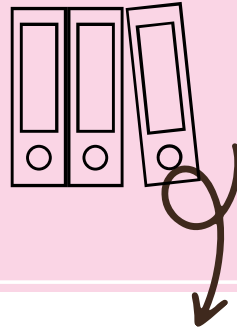


TIPS ON GETTING ORGANIZED

CREATE A PLACE FOR EVERYTHING

Organizing physical and digital items in your workplace can boost productivity. Use a work management platform like Asana to keep everything in one location.



BREAK DOWN PROJECT DELIVERABLES

Projects need to be broken down into manageable tasks that can be assigned to individual team members. This ensures efficient progress for the right person for each task.



BACK UP YOUR FILES

Cloud storage is a reliable solution to prevent data loss. Organize files by adding folders and subdivisions. Set up automatic backups or create reminders to back up your work.



AUTOMATE REPEATED TASKS AND PROCESSES

Start with basic automation techniques like assigning work, adjusting due dates, and using customizable templates.

