

Take Time to Organize

There are 24 hours in every day, but some people seem to accomplish significantly more during this time while others seem rushed and stressed. Organization and self-management are the keys to using time effectively.

An organized school nutrition professional has a plan for the day and works the plan. Being organized at work and knowing when and how to complete a task is important. Here are five easy steps to help with time management:

1. Set Objectives

- What are my goals?
- Why do I want to get organized and manage myself and my job?

2. Be positive and friendly in interactions with customers.

- What are the tasks I must do each day at home and at work?
- When should they be done?

3. Prioritize.

- Which tasks are most important?
- In what order should the tasks be done?

4. Budget Time

- How much time will each task take?
- When should I start and finish each task?

5. Evaluate

- How will I know if my plan works?
- Did I get all of my tasks completed?

When you successfully manage yourself by organizing your daily activities, your work will get completed on time and you can be confident you are doing your best. In addition, you may find you are less tired at the end of the day and have some free time to spend on extra activities that bring you pleasure and satisfaction.

Quick Tip: Sometimes your workday can get off to a bad start before you even walk through the door. What are some ways you can get yourself organized and prepared at home?

Answers:

- Get adequate sleep at night.
- Have clothes ready (washed, ironed, set out) the night before.
- Eat a good breakfast.
- Allow plenty of time to get ready and get to work on time.

Source: National Food Service Management Institute. (2008). *Growing your professional skills: Competencies, knowledge, and skills for successful school nutrition assistants*. University, MS: Author.

This project has been funded at least in part with Federal funds from the U.S. Department of Agriculture, Food and Nutrition Service through an agreement with the Institute of Child Nutrition at The University of Mississippi. The contents of this publication do not necessarily reflect the views or policies of the U.S. Department of Agriculture, nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. government.

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01/2017

