

Organizing work from home tasks for utmost productivity

Hi there, my name is Grace and I'm the co-founder, owner, and creator of the Filipino Virtual Assistance. And today allow me to share with you some tips on how you can organize your work from home or freelancing tasks so at the end of the day you're very productive.

The technique in doing all of that, you have to follow these five steps that I'm going to share with you.

Number one you have to list all of the tasks that you need to do for the day. Probably in a piece of paper or in your laptop. List everything, whatever it may be. It may be freelancing base or the chores that you have to do at home or appointments. List everything down.

Number two you have to categorize it using Eisenhower's urgent/important principle.

So number three is tackling the tasks under those categories using the principle that I mentioned earlier without being distracted. So when we're talking about distraction, those are tasks which are not related to your work as a freelancer or as a remote worker.

Number four you also need to take breaks. Others are focusing on work for the whole three hours and then they would take an hour breaks so during their breaks that's when they're going to, probably play mobile games or be on social media, or go outside to process some papers. So that's how other people would do. There are also others who would utilize breaks of 30 minutes after working and focusing on being productive for 90 minutes. So it's up to you what you're going to follow. It might be the four and one or the 90 minutes and 30 minutes type of work and break scenarios. So it's important to do breaks because, of course, you know our eyes need break, we need to nourish and be hydrated, we need to also keep that balance in order for us to be even more productive.

Number five is evaluation. So at the end of the day you need to evaluate what has been completed and what are the tasks which are pending. So again you have to go through your lists. Probably there are added tasks you know in your list and you have to go through and apply number two again so categorizing your tasks using Eisenhower's principle on the important and urgent tasks. It's also important that you end on time so you're able to go ahead and maintain that work and life balance as a freelancer or as a remote worker. That would be all for today. I hope this has been helpful when it comes to your productivity as a remote worker because time management and being on top of our tasks is very important or key towards our freelancing success.

God Bless you today and happy anniversary

Video reference:

<https://www.youtube.com/watch?v=UEYr5awOIKs&t=16s>