ILSE LARSON COACHING

IN-BASKET MANAGEMENT TIPS

1 LOOK AT THE MAJORITY OF ITEMS ONLY ONCE

Do not open your in-basket until you have time to work on your in-basket tasks.
Although some in-basket tasks will require follow up, aim to look at most items (80% or so) only once.
Every un-completed task adds to your mental burden. Look only once!

2 NO MULTITASKING

Multitasking is a lie; while you may think you are multitasking, you are actually rapidly switching your attention between tasks.
Attention switching makes you less efficient & more error prone.
Focus one one thing at a time. No multitasking!

3 START BY STARTING

Overwhelm makes it difficult to get started, but once you start its easier to keep going.
Don't worry about the "right" or the "best" place to start; just start somewhere.
Set small goals, cluster your tasks, and reward yourself. Get started!

4 AIM FOR B- WORK

Your in-basket is not the place to aim for perfection.
You can provide A+ medical care while writing B- notes & sending B- message replies.
Focus your time, attention, and expertise on the work that matters.

5 PUT DOWN YOUR IN-BASKET

Worry only pretends to be necessary. Worrying about your in-basket doesn't help you complete your in-basket tasks, and worry blocks your enjoyment & focus on other things.
When you are not working on your in-basket, forget about your in-basket!

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Are you ready to take control of your in-basket?
Schedule a free consult today at ilselarsoncoaching.com