



*Director's Angle*  
**Staying Uncluttered and Focused**  
*By Tony Catone, DSS State Director*

Fall is almost here. The new season means a fresh opportunity to organize our work lives to ensure continued success. Some key tips will help create a winning environment now and in the future.

Keeping yourself uncluttered and focused helps you perform better, ensuring that those we serve will receive the best assistance possible. How do we unclutter and organize? Consider these steps:

**Prioritize Tasks:**

- Keep a "to-do" list. If that list seems overwhelming, try knocking off some small tasks first. You'll find that once you start the ball rolling, you can get into a rhythm and accomplish more.
- Utilize digital tools that are available. Set reminders in your calendar to ensure items don't fall through the cracks.
- Schedule specific blocks of time for different tasks to ensure focused work and prevent time from slipping away.

**Clean and Declutter:**

- Create a functional and uncluttered workspace. Regularly clear your desk and workspace of unnecessary items to improve focus and efficiency.
- Use desk organizers, shelves, and drawers to store supplies and documents, keeping frequently used items easily within reach.
- Organize files and folders on your computer.

**Time Management:**

- Minimize distractions.
- Delegate tasks when possible. If appropriate, delegate tasks to colleagues or team members who can handle them effectively.
- Review and reflect. Regularly review your progress and adjust your strategies as needed.
- Learn to say no. Don't overcommit yourself. When appropriate, learn to politely decline or defer tasks that will negatively impact your ability to manage your immediate workload effectively.

Try following these methods, and you may just see a big difference in your results for the remainder of 2025 and beyond!