

Career E-minder

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Organization, Schmorganization!



It's not as easy as it sounds; organizing. Nor is it something that sounds like fun. However, organizing can be your savior to end all of the frantic email searching and folder flipping madness. Everyone likes to have everything in order, however, it takes maintenance and effort to make sure that you are always optimizing at your best. Let's discuss a few ways you can give yourself some structure to the work day.

Lists can seem daunting; they put all of your deadlines and projects in front of you and remind you how much you haven't done on each one. *Change your way of thinking!* Some say deal with your day one hour at a time and set a goal to reach by the end of it. Same goes for lists; after your list is made, prioritize it and then you can deal with each project as you deem fit. Programs like "Remember the Milk" and "Microsoft Outlook" are great in letting you rearrange your lists and tasks and selecting when they need to be done by.

Kill the clutter! Clutter only inhibits you from getting to those post-its you swore you wouldn't put anything on, but in the heat of the meeting, did. Tabbed folders can give you a quick fix for smaller projects in which hard copies always seem to float your way. When the small projects evolve into bigger projects; upgrade your tabbed folder to a 3-ring binder. Be sure to never opt for the 5 inch binder, too. (Those belong to archivists and accountants.) Instead, look for the more conservative 2" or 3" binders and be selective about which hard copies are necessary to have in there.

Deal with one project at a time. This will keep your attention in one area and let you focus your creativity and problem solving skills on that project. Color-coding may help, too. This will remind you that all papers with a red tab or dot remain close to you while you work, while all others, like green and blue, are to stay either in the inbox, outbox, or "to be worked on" box.



Job of the Week

Job ID: 4922

Job Title: *IT Specialist*

Organization: *Defense Finance and Accounting Service*

Job Description: This position is part of the Leaders in Motion (LIM) program. The LIM program is a 2 1/2 year training program in which applicants are placed in an entry-level position with potential for noncompetitive advancement to the journeyman level. The entry level for the Program is GS-7 on the Federal pay scale with promotion potential to the GS-9 and GS-11 levels.

Log on to JasonQuest to find out more information!

Log on to JasonQuest today to find out about all the latest part time jobs, full time jobs, internships, co-ops, and volunteer opportunities!



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IMPORTANT INFO!

- **Friday, June 13:** Co-Op Info Session
- **Monday, June 16:** Co-Op Info Session
- **Wednesday, June 18:** UWF Emerald Coast Co-Op Info Session
- **Tuesday, July 8:** Career Exploration Team 2 begins

Water Cooler Joke of the Week

Number 1 Reason to Go To Work Naked:
- No one will ever steal your chair.