

Tips on organisation



Organisation is a difficult skill to master. It requires diligence, commitment and perseverance.

Many of us know we need to get better organised. Occasionally, we make the decision that we are going to do it and we instantly head off down to the stationery shop and purchase everything. We then go home and spend a few hours “sorting” everything out. This generally involves putting things into different piles. Then, finally, when we are bored of it all, we walk and never look back.

This is not getting organised. This is wasting time. Many people also **mistake being organised for being tidy.** This is not the case. All too often people

just shove things away to make the place look tidy. Your desk is now nice and clear and you can see the floor! But can you find anything?

Being organised is designating time and space for things. This old saying sums up organisation concisely:

“A place for everything and everything in its place”

In the following sections, there are **hints and tips that will help you get organised**. Some things won't work for everybody, but any advice or strategies relating to organisation relies on one thing: the determination to do it and maintain it!

