

PERSONAL ORGANISATION

How to make the most of Now.

iSA 2nd Year Class 2015/16

Halfway House, Zambezi

Wed. 30th September 2015.

Personal organization is the planning and co-ordination of one's life, especially one's limited resources – energy, time, money and skills.

It is the only way to productivity.

WHAT?

Personal organisation has a considerable effect on general feelings and moods; you have good days and bad days. If you feel well organised you have a positive sense of well being.

You feel on top of your work and in control. This session looks at our ability to arrange and control aspects of our work into an effective process so that the work flows smoothly with the minimum of time delay and disruption.

Personal organisation depends upon your inherent drives to control events and circumstances.

WHY

- ▶ **Stress:** An excess of stress very negatively affects your health. If you have good habits in place to deal with all the stuff in your life, you stress out about everything less. You feel less worry that things are slipping through the cracks. You feel trust that you are OK working on what's in front of you.
- ▶ **Effectiveness:** If you are able to externalize all the things you're worried about into a trusted system, you can better focus on the task in front of you. You can single-task, and be more effective at each task, because it's getting your full focus.
- ▶ **Relationships:** I've found relationships to be about the most important thing in my life, personal but also business. And the best way to build relationships is to be trustworthy. And the best way to be trustworthy is to keep your commitments. If you're organized, you are more likely to keep your commitments. Organisation is largely about managing your commitments.

WHY?

- ▶ **Plan.** Planning is a foundation to all success and creates a positive mind-set. Visualize how you want your day to flow. Focus on your goals. Integrate moments of rest and recreation. If it isn't working make a new one.
- ▶ **Write it down.** There is magic to writing down your plan and your goals. You get organized when you write down your shopping list, meal plan or to do list. The habit of writing is a foundation to get clear on what you want.
- ▶ **Set boundaries.** Create a balance between your free time and tasks for the day. When you are working, work. When you are playing, play. Be clear on what your time focus is. Balance work, rest and life.

HOW?

- ▶ **Focus on outcomes.** Focus on results then write down your action steps towards those goals. This leaves room for inspired thinking and positive opportunities. Sometimes just knowing the next step is all you need.
- ▶ **Set achievable goals.** Set five small goals a day. Cross out what you achieve and rewrite the unrealized goals on tomorrows to do list or let them go. Create a sense of purpose and achievement by creating a ritual of following through and learning to choose your goals carefully.
- ▶ **Focus on well being.** What can you do that makes you feel calm and happy? What can you do to support your health, enhance your creativity and just make you feel good. Add this to every day and make it a priority.

HOW?

- ▶ **Declutter.** What are you holding onto that makes life more complicated? Too much clutter creates distractions and is a roadblock to organizing yourself. Organize an hour decluttering session as one of your goals every week.
- ▶ **Get organized.** Organisation creates a sense of order and purpose in your life. It's hard to find the energy for your goals when you don't know what to cook or finding clean clothes is impossible. Include organizing into your decluttering hour and watch your space and life transform.
- ▶ **Rituals.** A good night-time ritual sets you up for a great morning. Turn off the TV and computer a little earlier each evening. Take time to read inspiring literature, update your personal calendar and relax and breathe. What you see and read or reaffirm will sift through your subconscious during the night often creating instant solutions and exciting ideas the next morning

HOW?

To –Do lists.

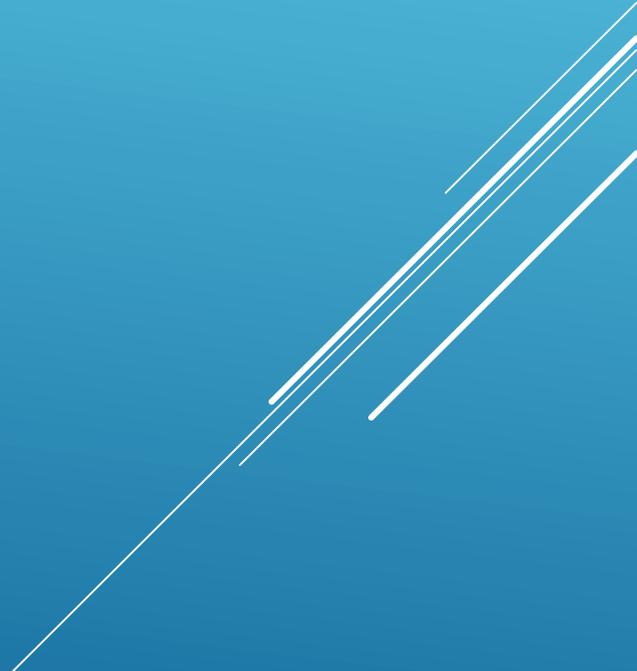
Personal Diary – Daily entry. Google Calendar.

E Mail – responsible use. Mass mailing. Etiquette.

Journaling – Aid to reflection. Notes

Snail Mail/ Cards/Thank-you notes.

TOOLS FOR ORGANISATION



- ▶ Matt Fuller, *Time for Everything* (Available in [iSA Library](#))
- ▶ [Matt Perman, *What's Best Next*](#)
- ▶ [Success Secrets for Personal Organisation](#)
- ▶ [Kevin De Young, *Crazy Busy*](#)
- ▶ Gordon Mc Donald, *Ordering Your Private World*

REFERENCES & FURTHER READING

