

S4 Steps to Success *Blog:* *Insight to Organisation*



My name is Helen and I am the newest member of the LIFT OFF. I joined the team as a Development Worker late last year. This is the penultimate blog in the S4 Steps to Success series and I am going to share with you my insights to organisation.

We have all seen Instagram reels, Pinterest boards and Tiktok videos of 'inspirational' home organisation: the colour coded sock drawer of dreams that you didn't know you wanted, the fridge so beautifully sorted that it could only belong on a movie set, and the family chore chart hung in a golden frame. When I think about these delightfully satisfying images and videos I sigh with envy, my version of organisation isn't nearly as instagramable!



I live in a world of organised chaos, it's messy, not that pretty but its organised in a way that works for me to be efficient, manage my time and keep my life stress free. The key thing about organisation is its personal to you.

My methods for organisation might work not work for you, but that is okay! We are all different and therefore need to find the strategies that work best for us. Personally, I don't like using weekly planners for managing my day to day activities (the kind you might find in Paperchase), I change my mind far too often and they end up looking messy! I prefer using a digital planner that can keep up with my chaotic brain while keeping the information clear.

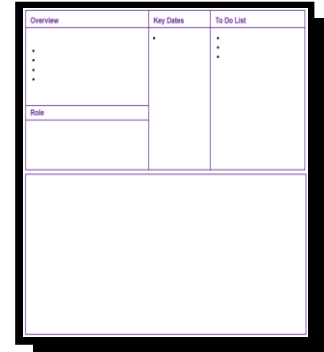
The best way to find out what strategies or tools that work for you is to try out a few different methods. Take your time with this to allow yourself to see how the different strategies work in your life. After a month of practice decide what tools you like using and what is sustainable for you in the long term!

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Embracing Organisation

There are loads of different organisation strategies but here are a few of the methods I use to stay on top of my work load.

HIT PAUSE: Getting organised might seem impossible when you have a busy day but taking the time to create a plan of action can help make your workload more manageable! Create a **to-do-list** to prioritise the tasks you have to get done based on the deadline. You can make a to do list on a piece of paper but I like to use a digital notetaking tool [OneNote](#) to map out my week, this helps me get on with my work and stay on track.



TIDY YOUR SPACE: It is really hard to focus if you are working in mess because there are so many things around to distract you. You don't have to be Marie Kondo but putting away any clutter like books, magazines, or rubbish will help you concentrate!

USE A DIARY: Writing down activities, meetings, and appointments always help me to remember them. Writing in a paper diary can help with memory recollection but you might prefer to use a calendar app on your phone which you can set to send reminder notifications.

BE SYSTEMATIC: In simple terms this means to choose a plan and stick to it! Whenever I start a piece of work I always write down the date, subject area and title. This makes it easier to locate in the future. Other organisation systems include colour coding (great for notes and revision) or use storage boxes like magazine files to separate out different subject materials. You can combine some of these systems to work together and aid your organisation.

For me, being organised is more than getting my work done, it allows me to manage my stress response to situations and supports my overall well being! Once you have mastered an organisation system that works for you, you will have a tool that can support other skills like time management or goal setting which are all essential throughout education, employment and life!