

# DISORDER AT WORKPLACE



# OBJECTIVES OF THIS PPT



**01**

**Understanding the impact of disorder on productivity**

**02**

**Increasing awareness on importance of order**

**03**

**Understanding the methods of applying order to workspace**

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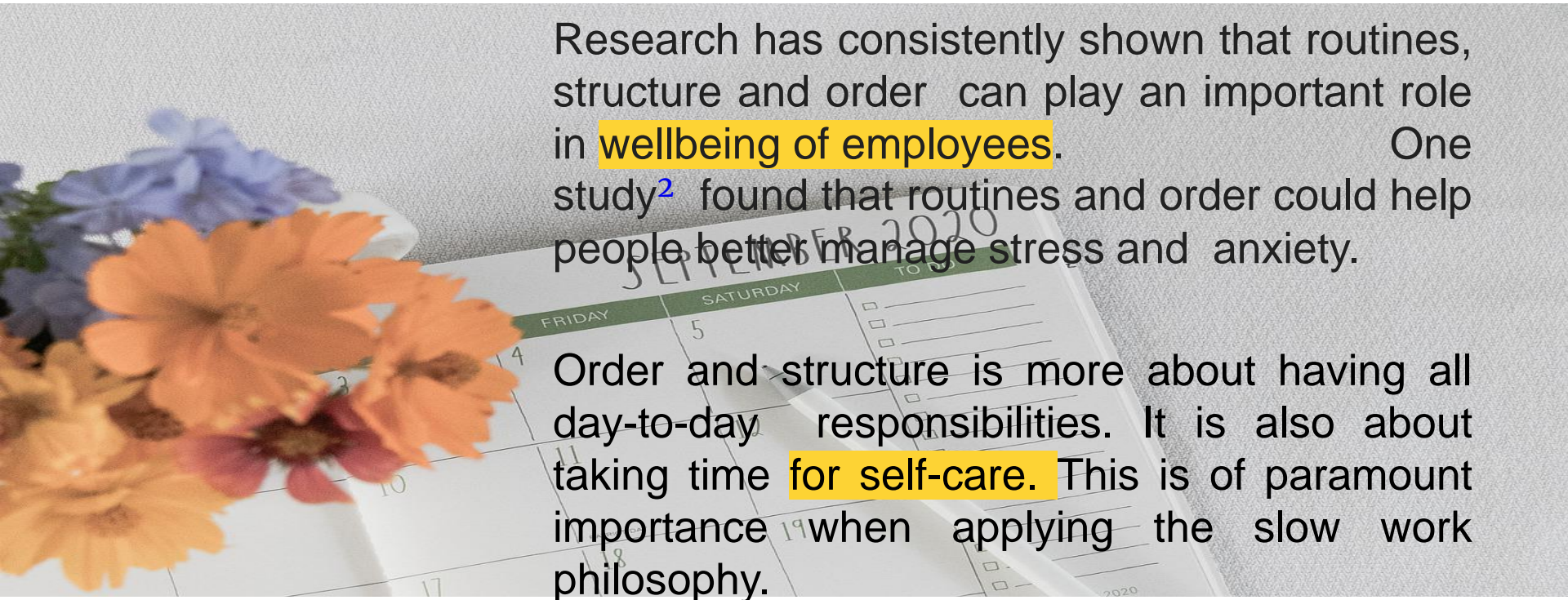
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# Disorder and slow work philosophy



Research has consistently shown that routines, structure and order can play an important role in wellbeing of employees. One study<sup>2</sup> found that routines and order could help people better manage stress and anxiety.

Order and structure is more about having all day-to-day responsibilities. It is also about taking time for self-care. This is of paramount importance when applying the slow work philosophy.



# Lack of structure, order and routine



When people do not have a routine or structure to their day it can cause increased stress and anxiety, as well as overwhelming feelings, lack of concentration, and focus.

— RACHEL GOLDMAN, PHD







# Why order is important?

- 01 Lack of structure and routine can exacerbate feelings of distress and lower stress levels.
- 02 It makes your feel more productive and focused.
- 03 Helps you form good daily habits and makes you take good care of yourself.
- 04 It can make you feel more in control of the situation, especially in challenging ones.
- 05 Having order and structure when working also improves your organization, and is helpful in times of unpredictability.



## Optimizing productivity with applying order

A great way of improving productivity is determining what is grabbing our attention. Disorder at work not only negatively effects productivity, but is also one of the enemies of **slow work philosophy**.



# Follow an order that supports your wellbeing

01

Make sure you rest well and take breaks

02

Eat healthy meals on a regular basis

03

Create a routine around centering yourself



04

Make sure that exercising is a to-do not a should-do

05

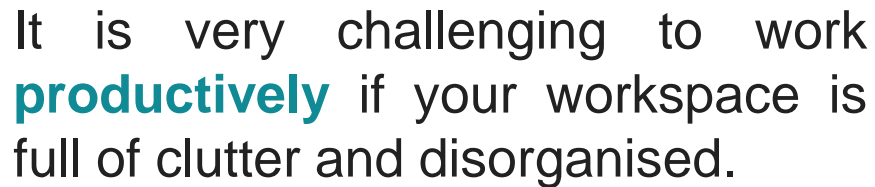
Organise your work space

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Segment your day into strictly timed periods of deep work



# Organise your workspace for better productivity

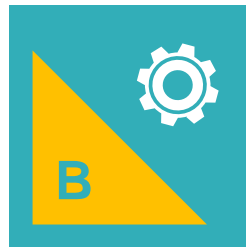


In order to apply more order to chaos, it is important to have a clutter-free and a well-arranged working area. This not only helps you work, but also increases your **credibility with others.**



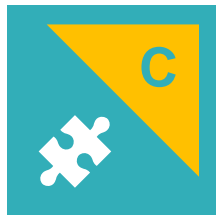
# How to organize your workspace?

Put documents together in one pile before separating it into three bundles: filing, shredding, and work that requires action.



Clean your computer desktop of all files that need to be allocated into a specific folder.

Assure yourself some accessories to help you with the filing, i.e. file organiser, label maker, filing cabinet.



Opt for a weekly review to keep things in order. Not doing, only organizing.



## Starting to plan and schedule

When you begin to plan your day, month, year you bring order to your work and achieve more goals.



# Take time for planning session



01

Set goals about what you would like to achieve and when.

02

First set your top priorities and then you can start with listing goals. Make it 3-5 for them to seem achievable.

03

The tasks associated with achieving a goal should be scheduled into a calendar.

04

Use the calendar for prioritizing and planning time for doing the jobs you have to do and want to do.

## Organize your schedule – the Pomodoro technique

The pressure of producing quality work at a fast rate leads to long to-do lists. A solution is to **organize your schedule** and maximize your level of productivity.

One of the methods of **applying order** into your work schedule involves segmenting it into strictly time periods of focused work with scheduled breaks.

**Taking** regular breaks improves mental awareness and attentiveness.

What is more, it also impacts positively on reducing stress.



# How to organize your schedule?

**1** Choose a single task you will focus on and write it down.

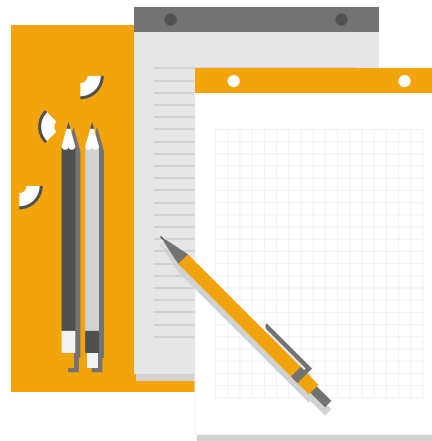
**4** Take a short 5 minute break.

**2** Set the timer to 25 minutes.

**5** Work for another 25 minutes.

**3** Set your focus on a task until the timer rings.

**6** After 3-4 such work periods, take a longer 20 minute break.







# Create a routine

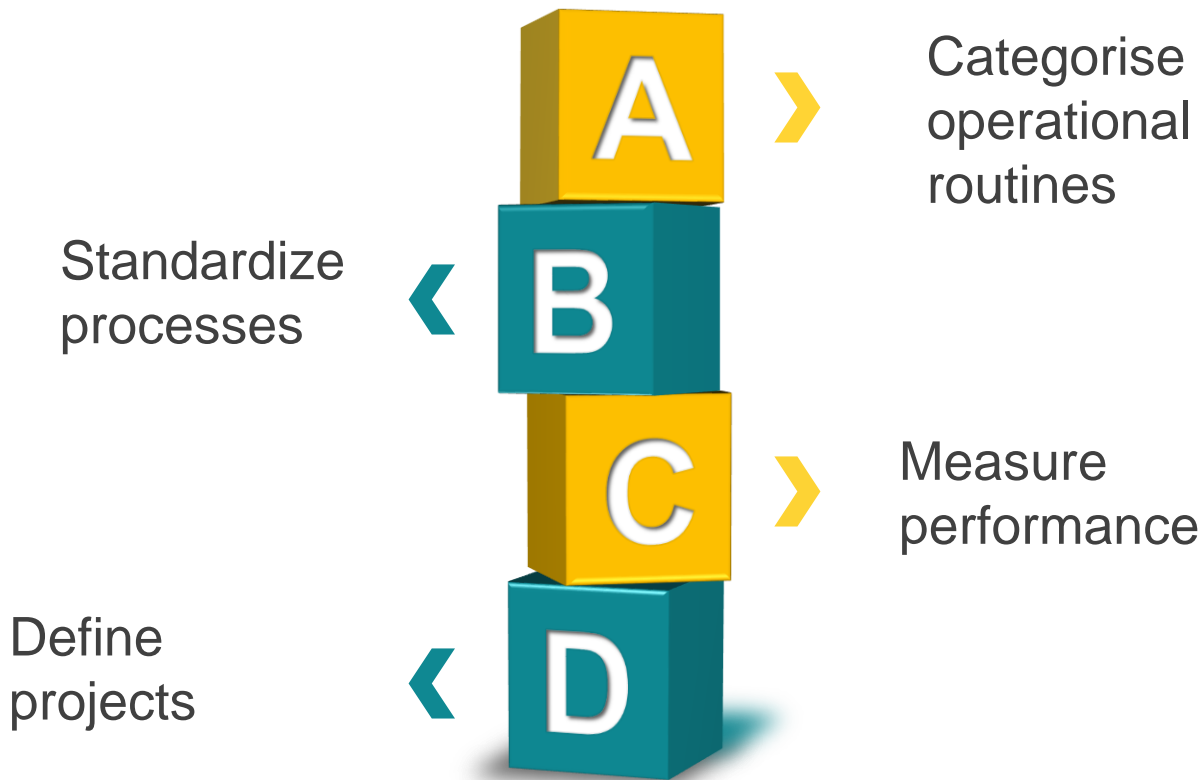


Create a routine that **adds structure and a sense of predictability** to your day. Your routine should include times for meals, work, activities and sleep.

When applying regular routine, people feel more organized and productive, which will help you feel **more proactive** and in control in the face of a stressful situation.



# How to implement work routine?



# Standardizing processes

It is of significant importance that all processes follow the same rules, leading to **cohesion, transparency and consistency**.

Order is achieved as the same task can be done collaboratively or by someone else, which again has a positive impact on teamwork.

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**IMPORTANT!** This will provide more speed to performing tasks and build a more trustworthy environment.



# Defining projects

When we follow a daily schedule, we should take time to define projects, as this will make it possible to achieve them in a set timeframe.

Clarification with accomplishing tasks is important, as the **lack of it may lead to delays**, overload, etc.

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**IMPORTANT!** Delegate routines to all other employees based on two criteria: skills and procedure priority.



# Categorising operational routines

A manager takes time to categorize collective procedures by similarities.

This helps with establishing blocks of time to **finish tasks under the same category**.

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**IMPORTANT!** This also helps to concentrate on similar tasks for a longer period of time.



# Measuring performance

In order to ensure order in work performance, measuring should be considered as a priority.

Measuring should be done on a **team, individual and organizational level.**

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**IMPORTANT!** You should keep track over tasks and results. Use checklists, spreadsheets or other tools to assist you with that.







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Thank you

Distractions and disorder