

# LACK OF PERSONAL ORGANISATION





# TABLE OF CONTENTS



- 1 Work organization. Signs and impact of organization. Reasons for disorganization.
- 2 Organization and planning in general.
- 3 Advice for a better and more efficient personal organization and planning skills.
- 4 Techniques to improve your lack of personal organization and planning.




# OBJECTIVES OF THIS PPT



- 1 Raise awareness about the impact of the lack of personal organisation and planning has on work performance.
- 2 Recognize the most common reasons of poor personal organization and planning at work.
- 3 Better understand why it is necessary anticipating future risks for the company and learn about strategies of putting potential improvements into practice.
- 4 Show how to overcome biases in order to improve your organizational skills and work performance consequently.

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Proper work organization affects productivity.



**Reduces chances of developing poor work habits:**

Procrastination, clutter, miscommunication, and inefficiency.



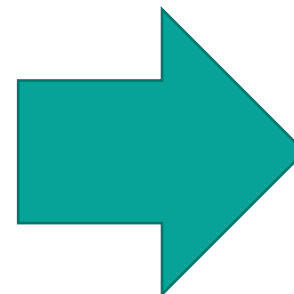
**Work organization is a prerequisite for success**

No leader can organize others until he knows how to organize himself.



## Signs and impact of disorganisation

- 01** Late for appointments.
- 02** Unable to find things or lose time for misplaced items and information.
- 03** Often seem to be hit with surprise deadlines, miss work deliverables or submit incomplete tasks.
- 04** Fail to spend time on important tasks.
- 05** Missing work due to preventable injuries or stress.



### IMPACT!

Lower overall productivity and/or working longer hours.

Lack of credibility.

Job dissatisfaction and other negative feelings.

Lack of career growth.

Absenteeism.



## Reasons for disorganisation



Having a cluttered mind makes it difficult for you to stay organised and focused.



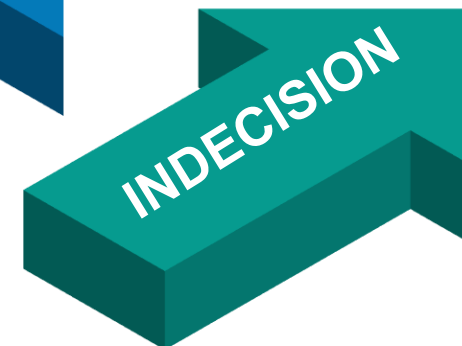
Delay starting and completing tasks due to fear of the unknown or indecision.



Having unrealistic expectations due to fear, insecurity and inadequacy.



Distractions lead to brain clutter and negatively impact focus and organization.



Delayed decisions due to belief that everything is important.




## WHY personal organisation is necessary?

### FOR EMPLOYER

- Less stressful situations (delays);
- Better use of working time;
- Greater employee satisfaction;
- Higher productivity;
- Lower costs.

### FOR EMPLOYEE

- Extra free time (2 productive hours/day)
- Able to do new things (increase earnings by 25%)
- Greater sense of control over situations;
- More energy for personal and professional growth;
- Less stress.

A photograph of a wooden desk with a silver laptop and an open notebook with a pen. A large white curved shape overlays the right side of the image, containing text and icons. A red curved shape is on the left side.

Disorganized people are at risk of spending all their available time on routine tasks.

It is advisable therefore to plan in written form:



Unfinished tasks for the previous day.



Additional tasks with deadlines.



Telephone talks and written correspondence.



# Advice for efficient personal organisation at work



1

## Tidy up and organize the work place.

A person who does not have a regulated job usually spends too much mental effort to remember where he has put a certain thing instead of concentration on a tasks. You should remove everything from the working table except of what you are currently working on and which is currently your most important task.

2

## Well-prepare yourself for work.

Before you start work, prepare everything you need at work (laptop, pencils, rulers, computer, eraser, dictaphone, files, books, manuals, contact details, etc).

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# Advice for efficient personal organisation at work



3

## Take on most challenging tasks first.

When we start the day with the most demanding task, each subsequent task is easier. It is also important to first complete one task, then tackle the other. Jumping from one task to another is a big waste of time, as we have details of a tasks in mind constantly.

4

## Read each document or e-file only once.

The biggest waste of time is to keep going we pick up the same document or paper, read it, put it away and we return to it later.

*What is the system for managing  
the received documentation? - go to slide 13*

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# Advice for efficient personal organisation at work



5

## Focus on limited number of tasks.

If there is a lengthy number of tasks on your to-do list, it is advisable to rank them by importance. It is better to plan less and focus more on the details. This will allow you to deal with tasks in a more methodological way, decrease feelings of overwhelming situation, and likely increase your levels of efficiency.

6

## Be time-oriented and allot time for tasks.

In order to be time-oriented, it is good to measure time you use for certain activities. When preparing your list of tasks, make sure you consider the length of time you need for completing.

*Prioritizing tasks by urgency and importance. – go to slide 16*

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## How to become better at organising?



**Managing the received documentation.**



**Planning.**



**Setting priorities.**



**Applying order.**



# Managing the received documentation

## THROW AWAY

You save a lot of time if you discard papers that you do not need and are not connected to your goals.

## DELEGATE

When holding a document, ask yourself: „Could this be done by someone else?“

## DO IMMEDIATELY

These are documents that only you can take care of. Prompt reaction is required and does not require a lot of time.



## SAVE TO DO LATER

Such documents require more time, preparation and other information. Keep them with you so you can start working on them later.

## ARCHIVE PERMANENTLY

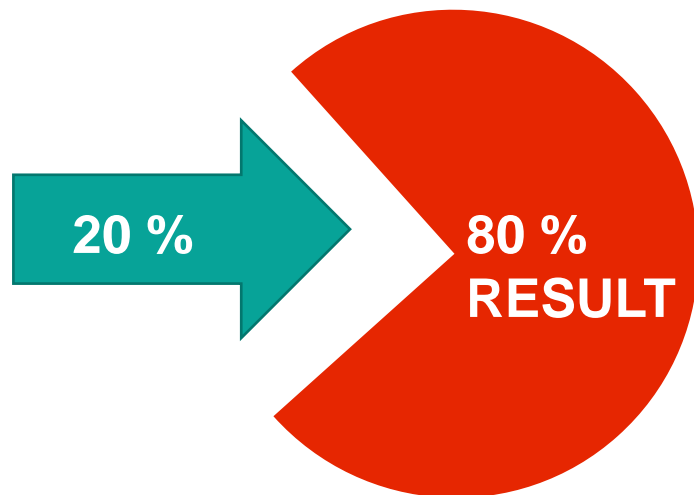
80% of documents you may never need again. If there are no negative consequences of not having the document, you may discard it.



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## Setting priorities – PARETO PRINCIPLE



Pareto principle: 20% of the work invested results in 80% success.

20% of customers bring in 80% of revenue.

20% of employees will bring 80% profit, while 20% will cause 80% of all problems.

In meetings, you reach as much as 80% of all conclusions in 20% of the time.

### **TIP!**

Find 20% of the activities that will bring 80% benefit.



# Setting priorities

## „EISENHOWER TECHNIQUE“



IMPORTANT

URGENT

01

### DO FIRST!

- Crisis situations
- Urgent matters
- Deadlines
- Damage prevention

NOT URGENT

02

### SCHEDULE!

- Preparations
- Planning
- Creating
- Research, learning, networks

UNIMPORTANT

03

### DELEGATE!

- Answering calls
- Some emails, meetings
- Writing reports and materials
- Do you have a minute?

04

### DON'T DO!

- Junk mail
- Telephone calls
- Social media

**GIVES EXCUSE FOR NOT BEING ABLE  
TO FOCUS ON IMPORTANT TASKS!**

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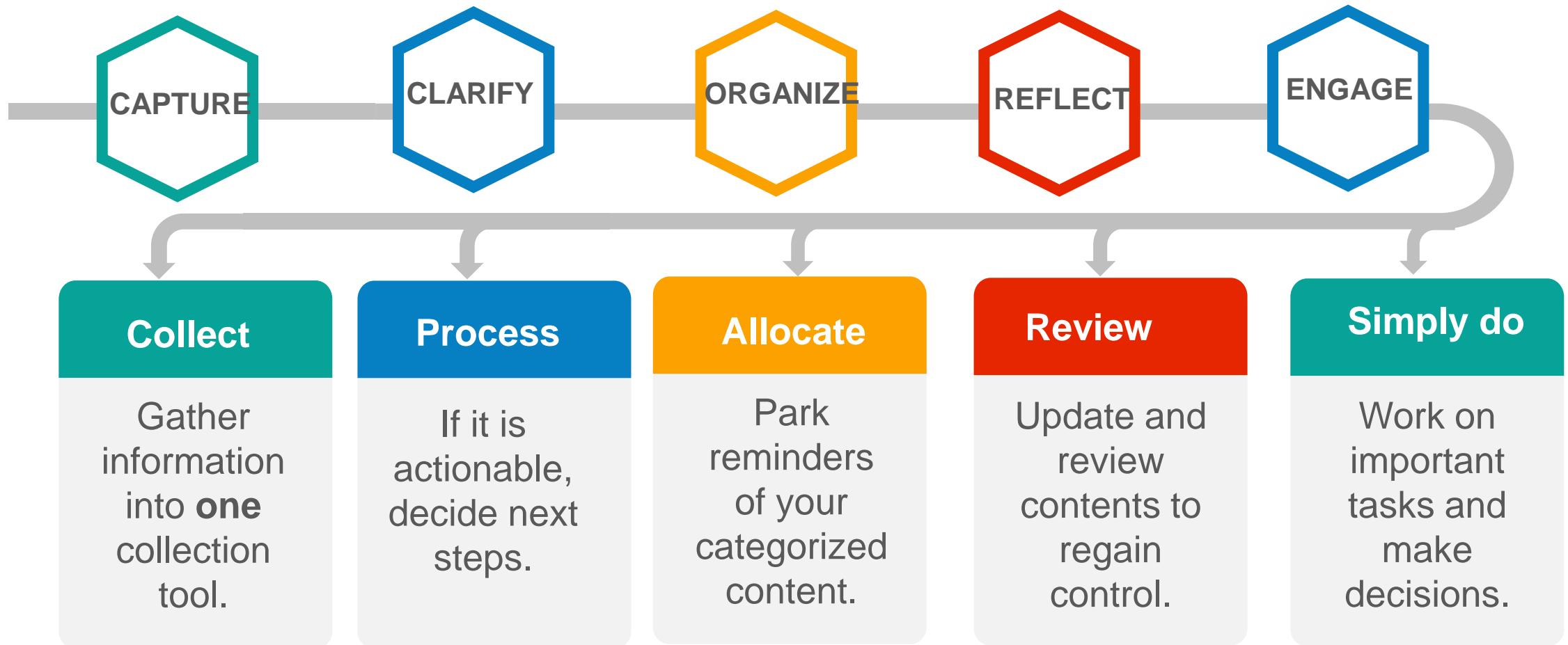


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# Applying order to chaos with GTD TECHNIQUE<sup>1</sup>



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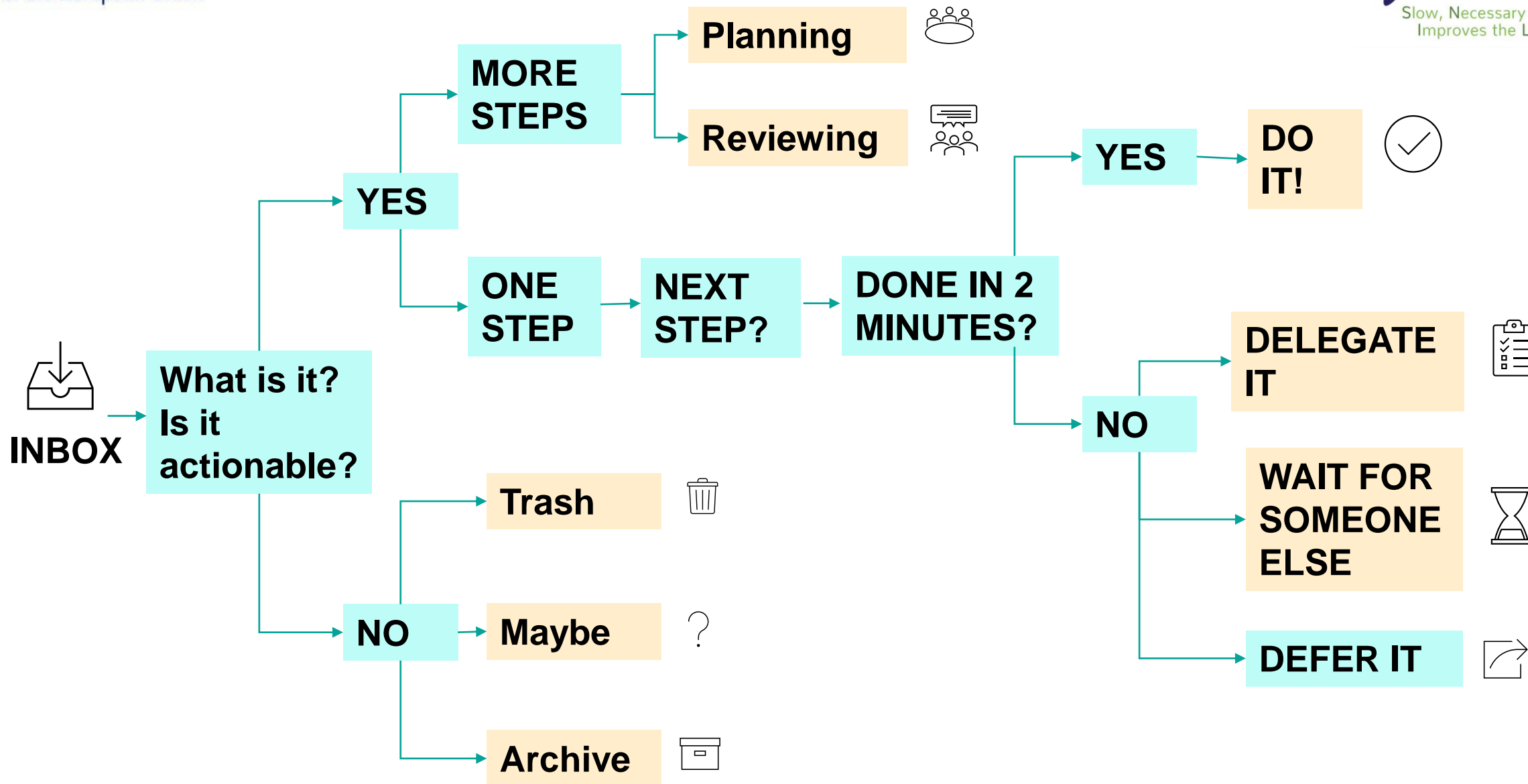


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# ,GTD' WORKFLOW<sup>2</sup>

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# THANK YOU

LACK OF PERSONAL ORGANIZATION AND PLANNING