

You are working as an intern in an international environment. Your boss has asked all interns to post opinions and ideas on the internal blog. You have decided to blog about being organised at work.



In your **blog post** you should:

- outline problems disorganised people might have at work
- suggest ways to be better organised
- discuss to what extent there should be workplace rules on being organised

Give your blog a **title**. Write around **250 words**.

Notes (these will not be marked)

Übertragen Sie diese Formatvorlage auf Ihren Schreibbogen.

Blog post

User name:

Starting time:

Title:

Finishing time:

Number of words: