

# Workshop: Organisation & Planning Skills

## Part 1:

Introduction to Organisation & Planning

----- *Short Break* -----

## Part 2:

Organisation of Multiple Tasks

----- *Short Break* -----

## Part 3:

Problem Solving & Managing Overwhelming Tasks

----- *End of Workshop* -----

# HELLO!

- (1) Name
- (2) Last institution attended
- (3) Course of study



**AND 1 FUN FACT ABOUT YOU!**





# 1

## **Introduction to Organisation & Planning**

Finding a workable organisation &  
planning system





**What did Joey and Chandler forget?**

What made them forget?

What else did they forget?

# WHY DO WE NEED TO HAVE A SYSTEM?

Don't assume you'll remember everything.

## What is short-term or working memory?

- ✓ To hold as many pieces of information in our mind at the same time.
- ✓ Some of us might experience situations where information in our short-term memory disappear completely, which could happen when we encounter certain sources of distraction.

# Learning Checkpoint #1

The background features a light blue abstract shape. Within this shape are several white line-art icons: a planet with a ring, a star, a rocket ship, and another star.

1) What is your current organisation system/style?

2) List down one (or more) organisational tools that you are currently using.



## **Paper organisation**

Paper planners

Notebooks

Paper calendars




## **Digital organisation**

Smartphone apps

Software/programmes

Google/Microsoft systems





# System Structure

## The Task List

- ✓ Contain **information** that **you need** but not tied to a specific date
- ✓ Should **replace** having random pieces of paper that can easily be lost

## The Calendar

- ✓ The calendar is your **gateway to appointments & deadlines**
- ✓ Place items from the task list onto **specific dates or times**

# Using the Calendar & Task List System



Some basic tips to help  
you get started

## Basic Tips when using the Calendar & Task List System

**1. The calendar and task list system replaces ALL pieces of paper.**

- Pieces of paper just get lost.
- Copy the information onto the task list or enter it directly on your calendar.

## Basic Tips when using the Calendar & Task List System

### 2. All tasks go on a Task list.

- Log every task as a to-do item.
- If you date when you have completed the task, you will then have a record of having done it in case anyone asks you about it in the future.
- Task list items should be looked at EVERY DAY, and revised accordingly.

## Basic Tips when using the Calendar & Task List System

### 3. All appointments go straight to the Calendar.

- Avoid using individual appointment reminder slips that can easily get lost!

## Basic Tips when using the Calendar & Task List System

### 4. **Avoid overthinking on how to design the “best” system.**

- Many individuals want to have the perfect calendar and task list systems. Do not fall into this trap! This will just result in not having any systems.
- If you cannot decide on the “best” system, then just use a simple calendar and task list system.
- Give your system a fair shot – use it for at least 3 months

## Basic Tips when using the Calendar & Task List System

### 5. Use a system that is within your comfort zone.

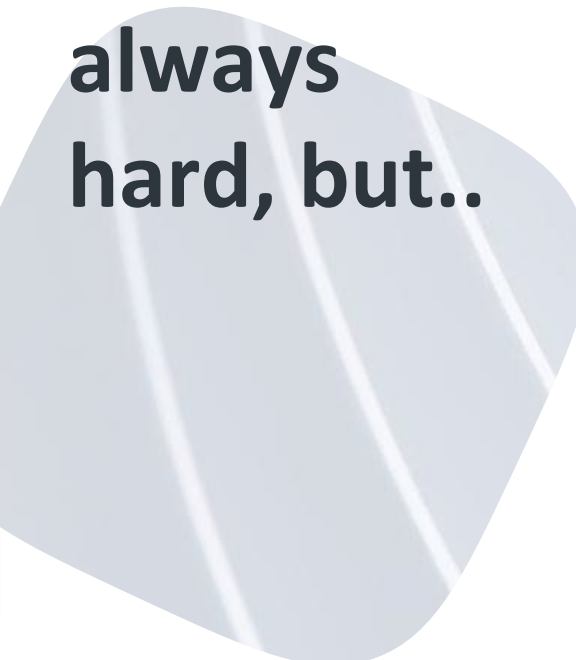
- There are many options for different calendar and task list systems i.e. paper systems, applications on smartphones or tablets, and multiple digital platforms
- Ask yourself: “What is the best system for me?”

**“I don’t have room in my bag for my phone or notebook.”**

# **Potential Barriers**

**“I’ve never been an organized person; why start now?”**






## Change is always hard, but..

- It is important to remember that learning any new skill takes practice and it takes time.
- You may not be used to writing down appointments or carrying around your task list and calendar systems.
- Be aware of thoughts that may sabotage your success down the road.

## Learning Checkpoint #2



What would you do when you encounter barriers?

Discuss and share 1 – 2 strategies.

# Reduce the number of steps.

- Make adding information, finding information, and sorting information as straightforward as possible.
- If you have to pre-select or pre-pack specific notebooks, for example, that could become a barrier over time.

# Reduce the number of decisions.

- Every decision takes mental energy.
- If you regularly need to decide how to capture specific information, then using the system is going to feel tiring.

# Keep it available and accessible.

- Having just one extra step (even if that's just getting it out of your backpack) reduces the likelihood you'll do it.
- Keep it visible (and visual) to prevent out of sight, out of mind.

# Ways that could help to strike a balance:

- 1) Setting reminders so information becomes visible again.
  - This is particularly useful for information that has a timeline attached to it (e.g. assignment deadlines or exam notes) and can involve calendar apps, phone reminders, or external accountabilities (such as reminders from friends and family).

# Ways that could help to strike a balance:

- 2) Building exploration into your approach to organization
  - Either by building a routine to look through information or by occasionally just looking through your notes for the sake of looking through them, exploring what information you have would remind you that it exists and helps crystalize it into long-term memory.

# Ways that could help to strike a balance:

- 3) Make information visually distinct and engaging.
  - Objects or information that are very similar can become clutter faster than dissimilar ones
  - Making information visually distinct and engaging can shift the balance and allow it to be more visible without making you feel overwhelmed.





**There is NO perfect system.  
Find a system to start with, commit to it &  
make adjustments when needed.**



# Learning Checkpoint #3

What would you do differently after today?

Share 2 - 3 key take-aways from Part 1.

# Workshop: Organisation & Planning Skills

## Part 1:



Introduction to Organisation & Planning

----- *Short Break* -----

## Part 2:

Organisation of Multiple Tasks

----- *Short Break* -----

## Part 3:

Problem Solving & Managing Overwhelming Tasks

----- *End of Workshop* -----