

Organization

Why Organization is Important

As humans, we organize our world—externally and internally. You can organize just about anything, and organization generally supports success. Professors organize the assignments through the semester and authors organize the concepts in a logical order to aid learning. Among other things, as students you will need to organize your time, assignments, writing, study area, thoughts, and computer files. Internally, people organize their [priorities](#) and goals so that they stay on track to accomplish their [calling](#) or personal mission. Organization helps your mind categorize information, make connections, and facilitate learning. It aids in operating effectively and efficiently. It also creates a sense of [order and rhythm](#) that aligns with God’s design. In contrast, disorganization wastes resources (time, effort, and money). Disorganization depletes energy and in some cases joy. Disorganization causes unnecessary frustration.

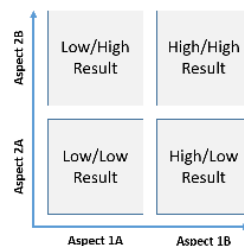


How does a person organize everything?

There is a plethora of ways to organize your world. Categorizing, ordering, stacking, folding, filing, embedding, and arranging are just a few. With so much to organize and so many ways to do it, there is one secret to it all: no matter how you do it, whichever system you adopt or create, it must be effective in serving its purpose for you. The most important thing about organizing your world is bringing a spirit of purposeful intentionality to the task. Consider carefully what you are trying to accomplish, what you value in that process, and what system will work best for you. The internet is full of examples.

A Simple Model to Use

One simple model to use in organization is a two-by-two grid that “forces” you to determine the key values and then pit them one against another. For example, you could use the grid to the right to determine if something is worth keeping or doing. If you were cleaning out your attic, the horizontal axis could represent usefulness and the vertical axis sentimental value. Where they meet in the lower left represents no value and the end of the arrow represents 10 on a 0-10 scale. Something is low if you rank it 5 or below on the scale, and 6 or above is high. Thus, the convergence of Aspects 1A and 2A produce the lowest result (ditch or don’t do), and the convergence of Aspects 2A and 2B produce the highest result (keep or do). Click the image to see examples using this model. One of the most famous examples of this is the [time management grid](#) created by Stephen Covey in his book, *Seven Habits of Highly Effective People*.



Organization Tips

A few concepts employed by successful (and organized) students:

- Determine what you are organizing as well as the key aspects. Be thoughtful and intentional about this.
- Learn what is effective for you. Some people use day planners while others use apps on their phone.
- Put things in place – tasks on a list, assignments a calendar, books on a shelf, files in folders, etc.
- Set up your environment. Clear the clutter, remove distractions, and arrange items for efficiency.
- Schedule your study time. For many people, consistency is key. Treat it like an unmovable appointment.
- Organize your day the night before, your week on the weekend, and consider next semester now.
- Sleep well – your brain uses sleep to organize all the info acquired. Less sleeps means a messy brain.
- Eat well – your body and mind need proper fuel. Like other things, garbage in = garbage out.

Schedule a Success Coaching appointment to discuss, set, and make an action plan for any goal you have.