Hey there loves.

I uploaded a [video](https://www.youtube.com/watch?v=-ZLwGz7Sslc) on my channel all about Organisation\*, and thought to get a post up too. Might I add, this also gave me an excuse to arrange my little bits and take a neat photo! Ha!

So, organisation takes time, but when you form a habit of it, life becomes a little easier. Here are some tips I hope you find useful, and please feel free to share yours in the comments too.

1. Organise your space.
This helps you know what you have. Get rid of things you don’t use and give the things you do use their own place.
Another tip is to keep your space clear. Reducing visual clutter reduces mental clutter.

2. Make a habit of putting things back in their place after using them.

3. Use a calendar.
You can buy one or make your own (I made mine, and some people have already requested a DIY tutorial, so I may look into doing one!). Keep it in a place you can see and refer to easily. Jot down important dates and events.

4. Use a planner/diary.
This is especially useful if you tend to have a lot of appointments and meetings. You can keep track of your schedule and it’s easier to carry around and consult regularly.

5. Make lists.
From daily or weekly to do lists to shopping lists to “things to remember” lists. It’s better than just keeping everything in your head and forgetting them easily. The shortest pencil is better than the longest memory, so write it down!

6. Utilise the Notepad apps on your phone!
Usually when ideas or things pop into your head, they’re at odd times and writing them down in your notepad app is useful, so you can revisit them later.

7. Beat procrastination.
Often times we’re unable to follow through with tasks and stay organised because we’re too busy procrastinating! It comes in different forms and a few ways to beat it are:
a. Remove distractions. (Social media is a major one, while it’s fun it should really be limited to certain parts of your day. Don’t spend all your time on it, or you’ll get nothing done.)
b. Set time frames to complete tasks and try to stick to it. But don’t rush to complete a task, spend the designated time to finish it, and if it’s not enough, take a small break and then revisit it.
c. Do the task that you’re least looking forward to doing, first… so you don’t put it off. You’ll also be able to enjoy the tasks you’re looking forward to more, because you won’t have that dreaded task hanging over your head sucking all the life out of you!

8. Ask for help.
Sometimes there are tasks that can’t be done efficiently by just yourself, and enlisting help from a friend or family member will help you do it. Just ask for help.

\*\*\*Don’t worry if you’re not ‘perfectly’ organised. Just form the habits and try to stick with them. There will be times when you can’t be as organised as you want to, especially if you have family and friends who aren’t, just be sure your area is and try your best to make room for others. Also be flexible as circumstances change, and don’t sweat it, just get back to routine when you can.\*\*

~~~

\*Notice I’ve used both English and American spelling of Organisation in the post and video, so everyone is happy! Haha!

~~~