

A photograph of two people working together at a desk. One person is pointing at a laptop screen, and the other is writing in a notebook. The scene is set in a modern office or meeting room with a shopping cart visible in the background.

Dispelling 8 Misconceptions of Organisation

mini ebook series

Dispelling 8 Misconceptions of Organisation

Dispelling 8 Misconceptions of Organisation

Some people were born organised and then there are those of us who struggle with organising. It seems that it's always at the end of the year when that little annoying bug begins nudging you to clear things up and start the new year organised.

Well, I've read just about everybody's directions, books, and helpful hints about getting organized and I've got to tell you there are some misconceptions being fostered by every organizational "guru". It will be my pleasure to give you the "skinny" on that.

Here are the 8 misconceptions that we can throw out:

1. Handle paper once:

This is not only impossible, but in most cases it's unrealistic. I know that many of us have most of our work saved to a computer but there will always be paper! Instead of handling paper once, get in the habit of doing something with each piece of paper to move it forward.

If you get some information about an upcoming seminar/trade show, for example, decide if you'll attend or not. If you're to attend then note the date on your calendar and sign up. If not, then toss the information immediately. If you want to wait to sign up, then make a note in your planner to respond well before the deadline and file the paper in your "to-do" file.

Dispelling 8 Misconceptions of Organisation

2. Always keep papers stored out of sight:

Some of us work better when their desk is clear, whereas others feel stifled if they aren't surrounded by stacks of paperwork. If you're an "out of sight – out of mind" type, keep things you use often, nearby, in files or stacking trays. They'll be accessible, yet not clutter your desk. When working on a project, spread out the papers related to it, and when you're done put them away together in one place.

3. Everyone should be organised to the same degree:

Different people work differently. Don't feel that you have to work the same as someone else. Find a comfortable level of being organised, and make the necessary changes to maintain that level. I usually draw that line when I'm looking for something and can't find it; that's when I know things need to get reorganised.

4. Soon we'll be a "paperless" society:

Don't you believe it. Experts have been saying that ever since the personal computer was invented! We won't be paperless for a long time to come, if ever. It's not technology that's the problem, it is human nature that's the culprit. We're creatures of habit and used to seeing things in print preferably than on a computer screen. The younger generation is trained on computers at an early age, so when they eventually join the workforce, the "paperless" society (or nearly paperless) will have a better chance of becoming a reality... but I doubt it.

Dispelling 8 Misconceptions of Organisation

5. One planning system should fit everyone:

When used correctly, daily planners are an ideal way to stay organised. Keep in mind, however, they are designed by a few for many users. When buying a planner, whether paper-based or electronic, determine what you want it to do and choose a system accordingly. If you can't find one to suit your system, design your own based on your individual needs.

6. You have to be born organised to be organised:

We learn both good and bad habits at an early age. It's possible to change any bad habit, including disorganisation. Youngsters raised in an organised environment sometimes rebel as adults by being disorganised. The opposite is also true, but neither is carved in stone and behaviour can be modified.

7. You MUST use a "to-do" list:

Planning day-to-day is not realistic for everyone. Someone may do the same task every week, but others find their plans changing daily. Consider your particular need, then plan by the day or the week. I find it beneficial to use a to-do list and assess it each evening and set out the next day's tasks ahead... but not always.

8. Being organised means being a perfectionist:

A perfectionist may spend time on insignificant details while disregarding the big picture. When others complete a project quickly and on time, the perfectionist continues to work until the project is perfect. A perfectionist becomes more effective when he/she lowers his/her standards slightly and concentrates on ways to increase productivity.

Dispelling 8 Misconceptions of Organisation

Misinformation, when taken seriously, can hinder you from doing what you want. The next time you hear one of those “Organisational Gurus” espousing one of the above misconceptions, consider its value and work to develop your own style of organising.