

Reviewing Personal Organisation

In this report I will review the success of the organisational techniques the time management techniques and organisational strategies how I could improve my own time management and organisation for the future.

My first technique I will talk about is to do list, so the advantages and disadvantages of do list.

The advantages are

Advantages of Having a To-Do List:

1. Planning: To ensure that all the essential tasks are completed, and nothing gets missed, a to-do list helps to structure all activities by levels of importance.
2. Concentration: It shows the tasks which need to be tackled, it helps me to concentrate and avoid other interruptions.
3. Increasing Productivity: The work is split into decisions which are simpler and easier to act on therefore there are low chances of hesitation, and the work is finished.
4. Achievement: There is also a readiness to want to tick all items in a to-do list, this act can be quite motivating.
5. Scheduling: Helps me with proper timings because you can work out the time to complete every task and plan accordingly.

Disadvantages of a to do list:

1. Information Overload: A lengthy list of activities may prove to be impossible to complete or may have too many important activities, which leads to an overload.
2. tough: For some days, to-do lists could be unduly objective and flexible, offering little room for some planned changes or sharing out the priorities for the day.
3. Completion of Task Over Gone Revisions: Instead of completing tasks, some people may spend too much time on their to do list.

A to do list is a simple yet a powerful tool for managing time for me and it help me to stay organized and improving useful in the future

ALARMS.

Alarm clock

Advantages

- Having an alarm clock can help me avoid being late for work, school, or other important appointments
- Provides peace of mind knowing that I have a reliable way to wake up on time
- Routine. Having a set routine both prior to going to bed and waking up can be important to the structure of our day
- Peace of Mind
- Less chance of being late
- Stress
- Sleep anxiety

Disadvantages

- The sound of the alarm clock can be annoying especially when its loud
- Relying too heavily on an alarm clock can make it difficult to wake up naturally
- Sleep anxiety. Many people experience passing or chronic sleep anxiety, worrying about not falling Asleep
- Light exposure. The type of light your alarm clock emits can negatively affect your sleep

Future

In the future alarm clock will help me to wake up on time. Being on time to college, job, and meetings

CALENDAR

Online calendar

Advantages

Effective management: A calendar allows me to plan and distribute my time efficiently by scheduling my tasks appointments and events, I gain clear view of my commitment and deadlines, it helps me to prioritize task and avoid conflicts and make the most of my time

Improved productivity: A Callender comes to rescue by providing structures and organization. It helps me to create a routine and set specific goals for each day, week, or month. By visualizing my goals and breaking them down into actionable steps, I can keep focused and stay motivated and track my progress.

Reduce stress and improve mental well-being: A well-organized server as a stress reducing tool. It provides me with a sense of control over my time and commitments by having a clear overview of my schedule and managing my time effectively. I can experience a greater sense of accomplishment, and peace of mind. A calendar allows me to stay on top of my responsibilities. Reducing the chances of missed appointments or conflicting commitments

- allows users to drag-and-drop items to create events.
- sends event reminders to phones.
- shows daily, weekly, monthly, and yearly dates.
- tracks time with a global clock.
- allows multiple users to access.
- simplifies setting appointments.

Disadvantages

Disadvantages of online calendar is that if you are not connected to Wi-Fi you won't have access to it and you will spend loads of time looking at the screen and it will be distracting you might lose your focus and most of the time it can be overwhelming like if you got a lot written down it will be hard for me to focus on which one is important. After all, it will be hard for you to focus on the important things.

- A battery is needed
- You need a Wi-Fi connection
- It is distracting
- More time spent on screens
- Can be expensive
- Technical difficulties
- Privacy concerns

Future

In the future online calendar will help me a lot like it will remind me of my upcoming meeting, appointments and it will help me stay on track and be organized

FOLDERS

folders

Advantages

- Easy access to files in any device with internet connection
- Ability to share files with others easily
- Back up and storage of important documents without fear of losing them

Disadvantages

- Dependence on internet connection to access files
- Potential for technical issues or servers' outages leading to loss of access

Future

In future folder will help me a lot like when I am doing my business stuff
folder help me to organize my stuff

School bag

School bag

Advantages

A well-designed school bag positively affects my daily wellbeing. It prevents back pain with its padded straps and ergonomic back, allowing balanced weight distribution and significantly reducing stress on the back and shoulders.

Its' help me to carry my things to college

I can pack my bag one day before

Disadvantages

heavy school bags can have negative effects on my health. Carrying a heavy bag can lead to pain and discomfort in the neck, shoulders, and back, as well as strain on the spine and posture problems.

If the bag is small, I cannot carry many things. I cannot find things on time

Future

In future school bag will help me a lot like to carry my wife's stuff and carry my laptop

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