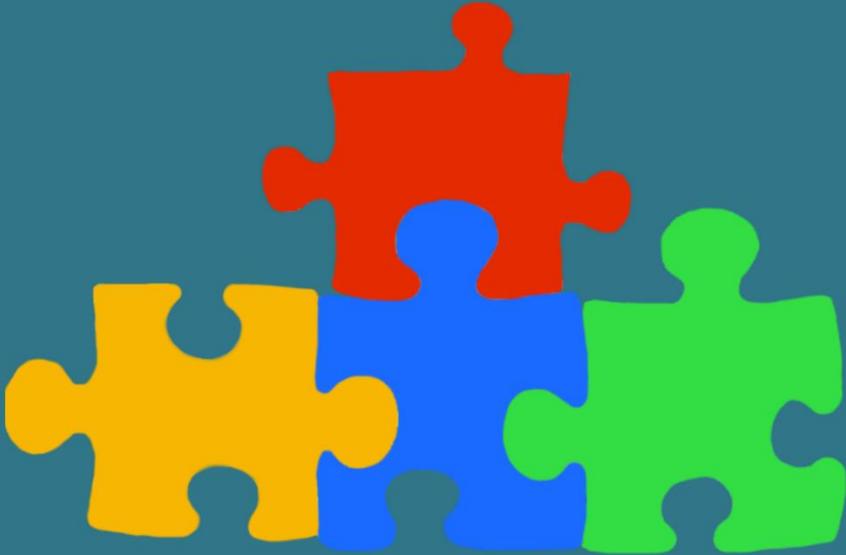


# Personal Organisation



**Lesley Morrissey**

**Book Two**  
HANDS ON MANAGEMENT  
Managing Yourself Series

# Personal Organisation

Book Two  
Managing Yourself Series

Written by  
**Lesley Morrissey**

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## **About the Author**



Lesley Morrissey is CIPD qualified and has worked as a training manager, human resources manager and management training consultant.

She has worked in the UK and overseas with a diverse range of nationalities and with managers of many levels of expertise. Without exception, her practical approach to solutions has been received with enthusiasm by trainees and companies with who she consults.

A great believer in 'getting what you expect', Lesley helps people to focus on what they want and then create a path to success.

Practical and pragmatic approaches to real world results are a particular focus for Lesley's development

strategies. “Does it really work?” is the benchmark all these techniques focus on. In the end the success of anything is in the results achieved.

Lesley now runs Inside News Limited specialising in Reputation Marketing.

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# How to use this book

This book aims to be a practical guide for you. There are many exercises that you will want to do – and should do to get the most out of what you will learn. You remember much more about something when you've actually done it for yourself, rather than when someone has told you how to do it!

There are places in the book where you can write notes and carry out the exercises. You'll recognise them when you see this sign:



By all means use these spaces to make this book truly your own.

If you have purchased an electronic copy you will need to print some or all of this out – or have paper handy. I find that it is a wonderful way to recycle the backs of old letters, printouts and photocopies that would otherwise have been thrown out!

If, like me, you have been indoctrinated at birth that defacing books is sacrilegious, then have a pad of paper at the ready!

If you simply read and don't take action you'll find the useful lessons will quickly fade and this will become another of those books that gather dust (or fill up your computer hard disk).

**If you've bought this book because you want to improve your skills and your life - make this one count and take action!**

## **What's it all about?**

Personal organisation, sometimes referred to as time management, is one of those skills that is eternally discussed as though it is some sort of holy grail. If you can manage your time effectively then everything else will be 'all right'.

Of course, this is not exactly true. If you manage your time effectively you will certainly gain quite considerable benefits, but EVERYTHING will not be 'all right'. However, in the portfolio of management skills it is an excellent place to start – mainly because if you are unable to organise yourself, you will have a really tough time getting the rest of your team organised.

In addition the disorganised manager tends to be an object of ridicule rather than respect. Most people are guilty of mismanaging their time, even when they know better.

We get distracted from important tasks by more interesting, but less important work.

We agree to do jobs that we should delegate to others or that we don't have time to do.

We agree to help colleagues with jobs that they should be doing themselves.

The tools that we will cover are aimed to provide some good basic rules to follow, plus some advice on how to deal with the inevitable emergencies, fires that need fighting and circumstances that are beyond your control.

# What's in it for me?

There have to be real benefits for you in even beginning to tackle some of the techniques in this booklet – so here's the sales pitch

## Personal benefits

- You will be more focused
- You will be more effective, achieving the results that make a real difference
- Less time will be 'wasted'
- You have a better chance of going home when everyone else does.
- Your job satisfaction will improve
- You will get more done than you ever thought possible in the time available
- You will be less stressed

Add your own ideas here:



## **Team benefits**

- You will give them more interesting jobs to do
- They will be more effective
- They will be less inclined to keep their heads down due to your stress levels
- They will be more motivated
- They will pick up good habits from you

Add any other benefits you can think of here:



# **What is time management?**

Time is precious - you only get 60 minutes in each hour and once they have passed they have gone forever. We all have the same amount of time as everyone else. You cannot save time - you can't put a couple hours away in a cupboard to use later when you need them.

Time management is simply using the time that you have in the most effective way. It is being thoughtful about what you spend your time on and considerate of how you use other people's time.

Being organised is not an inherited trait, it is learned and can still be learned even though you may have developed some bad habits along the way – it will just take a little more effort.

Part of the skill of being organised is making conscious choices about how you spend your time, not just doing whatever is next in line on the list. As the saying goes it is about 'working smarter, not harder'.

Time management is a practical tool – it isn't difficult, it is purely a matter of developing a few good habits and practising them consistently.