

Organisation skills video description

Organisation means planning, managing and keeping track of your time, resources and activities. This could mean that you keep your photos, emails or music in labelled folders or that you understand how to manage your time, so that you hit deadlines.

Being well organised lets you multitask better and create time frames that suit how you work or study. It also means you can allow for flexibility and plan for any risks or setbacks.

Having good organisation skills means that you can be quick and tidy while you work, while sticking to a deadline and still end up with the results that you want.

Having good organisational skills involves:

- Managing time, resources and activities well
- Keeping files tidy and labelled folders
- Allowing for flexibility in case of setbacks
- Sticking to deadlines