

ORGANIZATION TECHNIQUES

The Institute for Learning and Teaching (TILT)



Colorado State University

Powerpoint Agenda

The Psychology Behind Clutter

Self Reflection

Organize Your Studies

Organize Your Space

Predictability vs. Chaos



- An unpredictable atmosphere makes it hard to focus.
- The act of cleaning/organizing can be a stress reliever.
- Knowing your organized life/schedule makes it easier to focus on what is important at the current moment.
- Organizing your life reflects organizing your mind.
- When we deal with chaos it overwhelmed our mind.
- Organization give structure habits.

Episode 1: Psychology of Clutter Masterclass, Effects of Clutter on the Brain

With Dr. Shelley Sommerfeldt &
Adriana Fernandez

Time: 03:19 - 09:28

THE PSYCHOLOGY OF CLUTTER

EPISODE 1



THE EFFECTS OF CLUTTER ON THE BRAIN

*Learn more about how clutter impacts your
stress levels, sensory input, memory, focus,
attention, & your brain's overall functioning.*

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What is your best organization technique(s) you like to use often? In what area of your life do you use this technique?

What is the least organized part of your life you would like to get better at?

Identify Strengths and Weaknesses

- We all have some level of strength in our organizational skills. Identify yours.
 - Some people deal better with chaos than others.
 - Everyone organizes differently; the key is, does it save you time in the end?
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- ❖ Take time to consider how your organization can improve
 - ❖ Look at past habits and evaluate what aspect of your clutter space bothers you/gives your stress.
 - ❖ What organization technique did not work for you in the past?



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Why Organization and School Go Together

- Information comes at a very fast pace
- It helps you identify the relevance of tasks
- SAVE TIME STUDYING!
- Avoid missing assignments
- Gives you focus and structure
- Gives you more time for other commitments
- Gives you confidence when you are in control and prepared.



Note Taking Organization

- Have a dedicated notebook or folder for each of your class.
- ALWAYS write the date and topic of the date.
- Do not write everything down. Focus on important points, details, unfamiliar terms, key concepts that will be on the exam.
- Avoid cluttering your notes with extra materials that will not be on the exam or serve as a study guide later.
- Identify what note-taking style gives you the best organization.
 - Cornell Method, Outline, Taking notes on PowerPoint slide, for example.
- Add visualization and separation in your notes.
 - Color coding, underline, drawing, for example.

Time Management Organization

- Use one calendar/planner to track all important reminders
- Create a master list that prioritizes assignments and update with new assignments
- Exam, Essay & Project Due Dates
- Reflect on personal limits and learn to say no
- Establish a system that works for you and stay committed to it!



Disorganization & Procrastination

often goes together

No prioritization of tasks	⇒	Less efficient use of time
No set location to work	⇒	Routine helps with discipline
Not sure where to locate all materials to start project	⇒	Lack of structure delays completing a task in advance
The whole project seems too difficult & complicated	⇒	Brain distracts us when we are feeling overwhelmed
No clear resolution of the task	⇒	No reward → less likely to start a new task

**Disorganization often
catches you off guard.**

**Organization gives you
opportunity to look
ahead and figure out
solution in advance.**

Strategies for this week

- Write everything down in your planner.
- Do 5-10 minute daily planning each day.
- Create your own deadline before the actual deadline.
- Set a reminder for yourself every day.
- Work on one task at a time “FOCUS.”
- Declutter daily or once a week.
- If a task takes five minutes or less, do it immediately.
- Have an organization system from the start of your day to the end of your day.

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ORGANIZING FOR THE ADHD BRAIN



TITLE: 3 Easy Steps for ADHD
Organization | ADHD Skills Part 3
(6:47 minutes)

Link:

<https://www.youtube.com/watch?v=uX0KGY-tQU>

Organization tips for your space

“There are two ways to do something right & again.”

- **Reduce stress by planning ahead and eliminating future disorganization or misplacing items.**
- **Give everything in your life a place. Don't rely on your brain to remember things. Give a space for each items you own and give specific time for tasks.**
- **Do your best to put things where you found it. Putting things where they belong could take less than 30 seconds. Search for item that is lost could take 30 minutes or more.**
- **Identify an organization style that will give you efficient. Then follow that structure.**
- **Make organization a lifestyle. Start small then maintain it as daily habit.**
- **Get rid of anything that you are not directly using and does not benefit you.**
- **Group small items in containers. Organizing items as a group minimize clutter in your space.**
- **Always remember less cluttered space = less cluttered mind.**

**Create 10 organization tips for yourself.
Create one for each of these categories.**

- **Personal life**
- **School work**
- **Other commitments**

What we know so far from research

- When our spaces is clutter and overwhelming, we often response in avoidance strategies
 - procrastinating, watching tv, deciding to do it later, eating junk food, etc.
- Clutter impacts out mental health.
 - Result in feeling stressed, anxious, not in control, and depression.
 - Increase in stress hormone elevates our anxiety and depression over time. Which in the long run results to emotional exhaustion and impact in our well-being.
 - When our mental health is imacated it delays making decision and staying on top of our tasks. Which results to more clutter and mess in our environment.
- Schedule clean up/organization time
 - Create positive association with cleaner environment.
 - The key is your organization techniques save you time and lower your stress level.
- Also, clutter is not always bad. Creativity and out of the box tasks sometimes comes with clutter and that is okay.

Thank you



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