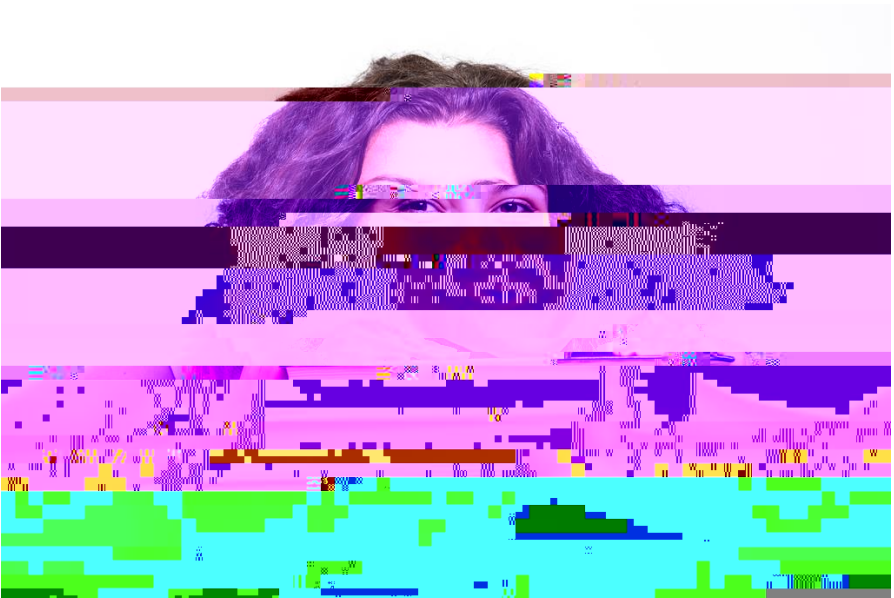


## Tips on organisation



**Organisation is a difficult skill to master.** It requires diligence, commitment and perseverance.

**Many of us know we need to get better organised.** Occasionally, we make the decision that we are going to do it and we instantly head off down to the stationery shop and purchase everything. We then go to the stationery shop and purchase everything. We then go to the stationery shop and purchase everything. This generally involves putting things into different piles. Then, finally, when we are bored of it all, we walk and never look back.

This is not getting organised. This is wasting time. Many people also **mistake being organised for being tidy.** This is not the case. All too often people

just shove things away to make the place look tidy.  
Your desk is now nice and clear and you can see the  
floor!7