

CHARACTERISTICS OF AN ORGANIZED PERSON

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Are you an organized person? Does being an organized person matter at work or at home? In this article, we are going to talk about the personality traits of an organized person particularly if you work as a teacher and a parent.

According to a blog written by Rebecca at Basics by Becca-Blog, being an organized person is not a trait that everyone has. An organized person is the one who is able to find what he needs without hassle and stress. It is about being calm while being in the chaotic situation. It's also about feeling good on yourself because you know that your life is under control even if things are not perfect at the present moment.

If you work as a teacher, that does not only mean that you are teaching in a classroom with your students listening and looking at you and checking if they learn or not. As a teacher, there is chaos of work you need to attend to. Additionally, there are students and other parents who expect their teachers to meet the deadlines and keep their promises. As a teacher, you work as what you are supposed to do as your job at the same time, you are expected to be set as a positive role model for your students in all good aspects of life. You work with good ethics and professionalism. But as a teacher, you are also a person. You are an ordinary person in the eyes of your non-students. You have a social life outside of being a teacher, and one of them is your being as a parent.

HAVING A SYSTEM OF THOUGHT ORGANIZATION

Do you have a calendar? What about a personal planner notebook? Or a journal? One of these will save you.

The system of organization is customized to a person's needs. It typically includes a calendar of scheduled activities and events: a to-do list, paperwork deadlines, pending items, need-to-do projects, completed items or projects, etc.

Being said, I manage to have them. For my to-do list, to-buy list, pending and completed items checklist, and personal journal, I have my phone with a note application in it. It's one of those applications which I gratefully have and maximally use its features.

Every time I attend meetings or conferences, a personal journal note is my best friend. I don't attend without any note paper on hand, and as living beyond the 21st century, we have our own mobile phones with anything we need just in a click. Like a notebook or a note application. It's a note-taking system for reminders, typing down thoughts, or other lists. For some persons who prefer the manual kind of note-taking, pen and notebook or paper are their weapons. This is a technique that organized persons do to help their thoughts be organized and systematic.

PLANNING AHEAD

An organized person takes time in the beginning. He plans ahead of time by imagining what to expect at the upcoming event or on the scheduled activity.

Planning is a fundamental management function. It involves deciding beforehand what is to be done, how it's to be done, and who is going to do it. It means putting down the outline of objectives and therefore plans the courses of actions to be done. It chalks out exactly how to attain a specific goal. Planning is therefore putting down what you think before doing what to do. It helps us to take a peep into the future and decide in advance the way to deal with the situation. It involves logical thinking and rational decision-making (Business Jargons).

Not only the lessons are to be planned. Of course, when you are a teacher, there is a lot of work to be done as mentioned earlier.

Personally, how I plan is according to the series of events and activities scheduled in my calendar on a first-come, first-serve basis. It is always a modified one and is basically a personal matter. The way I plan is usually during the weekends when I need to write all my upcoming events and one by one note down the important details which I imagine and expect to do. I use some tables or graphic organizers in order to easily see what comes first and what comes next.

And because I am a mom as well, I plan according to my priority-of course, my family. I make sure to consider the expenses and the budget at once. And we know, budgeting is another serious matter to discuss. Anyway, what makes it easy for you to manage your way of planning is always up to you.

DOING REVIEW AND REFLECT

At the end of the day, we look forward to a time when we review and see if the day went productive. An organized person takes time at the end of the day to review what he has done and how he feels about it.

As for me, I want to make my day as productive as I can. By being said, what I planned is what I will do so at the end of the day, I can feel the satisfaction out of the feeling of being productive. Being productive may sound intimidating.

According to an article written by PsychCentral reviewed by Margarita Tartakovsky on May 17, 2016, being productive isn't about being a workhorse, keeping busy, or burning the midnight oil. It's more about your priorities, your plans, and how to do all your plans without wasting your time. Productivity is not an innate quality but instead, a skill and habit that you can acquire with hard work and effort.

According to Sara Caputo, a MA productivity coach, a consultant, and a trainer at Radiant Organizing "all of the things cannot be important. A highly productive person is able to distinguish between important tasks and trivial ones. He doesn't bog down with busy

work. In other words, “productivity is about getting the right things done in the right time.”

How do you know what’s important when being a teacher like me requires a lot of considerations when it comes to work and family? As discussed earlier, planning makes a huge step up in setting your time and budget according to what is more important than that is to be done for the next day.

Ending the day by looking at what you accomplished from the list helps you mentally prepare for tomorrow. When I review my list, I check which tasks are done and modify the list by how I will deal with the unaccomplished tasks. I edit my calendar and take my journal to process my thoughts and understanding of the whole day’s events that happened. Simultaneously, this helps me focus on what’s getting ahead. This process takes me back to the planning method but this time with an understanding of how to be more productive for the next day. Somehow, along the way, you are creating your patterns, habits, and regular themes that come up in your daily living. This is one of the importance of having a self-reflection.

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