

## HOW TO START SELF-ORGANIZATION

by:

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In the article “Characteristics of an Organized Person” it was discussed the traits and the prominent characteristics of an organized person. However, if you have your own personal traits different to being an organized one, perhaps you want to consider the kit on how to improve your being as an organized person? Or, if you are not yet on the process of being one, and you want to re-organize yourself, this article is for you.

This topic talks about the self starter kit on being an organized person if you don't know where to start.

### SET SELF-CARE

Being an organized person simply means that you know your physical health condition, your emotional well-being, and your mental stability. These aspects all have impact on your energy level, motivation, and over-all performance. Therefore, self-care should be at the most priority. Reset your mind and body and do a self-care.

In the work world of teachers, at the same time parents, we are expected to work long hours and pass on vacation days. Being a teacher and a parent underlies a belief that we must always be productive, which sometimes take away the opportunities to do self-care.

According to Matthew Glowiak of Southern New Hemsphire University, we relieve the pressures of our daily lives by taking time out to engage in a self-care activity. This may reset yourself back to a healthy point of being productive. As well, kit has proven to eliminate anxiety and depression, reduce stress, improve concentration,

minimize frustration and anger which leads to improve energy, increase happiness and more other health benefits.

Perhaps, considering the job of a teacher and a parent, the single most common reason we give for not participating in self-care is due to a lack of time. But we always have to remember the discussions we had earlier, going back to the planning method, is one of the cores of this article. Remember that self-care is all about you. What works for you, meaning beyond your busy schedules and a long list of chores may have you sufficient. This must be done intentionally and consistently under your to-do list as an organized person.

Personally, as I go to work on a daily basis, my duration of time for the preparation of dress-up and make-up must include a self-care routine which I regularly do before going to work and before bedtime. This helps me relax and reset my body to have good sleep and be ready for the next day. Over time, this routine significantly enhances my overall health and well-being.

## A HEALTHY SENSE OF SELF-WORTH

In an article entitled Very Well Mind written by Sanjana Gupta, a health writer and an editor, on May 2023, she defined self-worth as an evaluation of oneself as a valuable human being and capable of deserving to be in consideration and respect. Hence, it is an internal sense of being worthy of love. People with positive self-worth tend to have greater self-confidence and self-esteem as an organized person may possess.

Being an organized person, you carry a sense of confidence that you will be all right and manage whatever comes your way. Not as a perfect person, but in your own perfect way of doing anything. In this sense, you allow yourself to make healthy choices such as eating right, getting enough sleep, and exercising to maintain your energy level.

One way to boost my self-worth is to do what I enjoy and what I am good at during my leisure time. As I enjoy doing arts and crafts, I manage to have a casual job making hair accessories and selling them online-another time-consuming activity I do but I really enjoy it. My friends and colleagues at school are buying and are happy at my work. This brings me a feeling of proficiency and capability hence improving my self-worth. Doing this reminds me of my talents, strength, and ability which makes me more confident as well.

## GOOD COMMUNICATION

Good communication is equal parts listening and speaking. An organized person is considered to be a careful listener, attentive to instructions and is able to express his thoughts in a way that people will understand. They consider thinking before speaking so that they can formulate the right words to get the intended messages across.

Research has found that effective listening make you get more information from other people and make them entrust you. This also helps you better understand your surroundings and motivate others.

An organized person displays effective listening skills. This may sound overwhelming as to how to display effective listening skills. But keep in mind that we all have the ability to learn along the way. Me, personally, sometimes I don't consider myself a good listener due to some obstacles I have in a certain situation. There are many obstacles as to say in good listening.

However, being an effective listener makes an organized person focus on the situation at hand and decide on the choice to make. That being said, an organized person, organizes the circumstances carefully with understanding so as to concentrate on the goal of the day. When an incident happens, he happens to make plans accordingly and accomplishes the objectives of the day in a rightful manner. Being in a difficult situation

requires being in good communication with the people involved to make the right decisions.

In school, dealing with my students and other stakeholders is hard. Especially when students are not good at expressing themselves. This requires more effort in formulating thought-provoking questions to understand the situation and come up with the rightful solutions.

Henceforth, listening broadens your perspective and helps you accumulate important information and reduce misunderstanding which is the goal for an organized person to plan and act accordingly.

## SELF IMPROVEMENT

An organized person is aware of his strengths and weaknesses. He looks for ways to expand his knowledge, skills, and abilities in order to do the best possible job. He recognizes his weakness and unexplored potential and wants to work on it to become a better version of himself.

According to the Forbes Newsletter on Focusing on your weaknesses is a Strength in Disguise written by Nicole Lipkin, the willingness to accept your weaknesses in the interest of self-improvement is actually a vital strength. It will play a central role in your personal and professional success." Moreover, an organized person seeks and welcomes feedback on areas that might need improvement. He considers feedback as an opportunity for self-improvement and make it as an instrument to make your weakness your strength.

Self-improvement doesn't stop once a person achieves a certain level of success; it is an ongoing process that allows him to continue growing and building upon his strength, perhaps even leading to new career opportunities down the road.

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