

Being organised can be defined as *'being able to plan things carefully and work effectively'* [Cambridge Dictionary]. Being a well organised person is a crucial part of being an Anti-Bullying Ambassador.

Being organised and managing your time well helps to ensure that anti-bullying campaigns are well planned and delivered. It also means you can evaluate your work efficiently and effectively. Good time management also reduces stress levels. As a result, Anti-Bullying Ambassadors are more able to help and support others.

There are numerous benefits of good organisation and time management. These include:

1. Greater effectiveness.
2. Increased focus.
3. Better habits.
4. Builds self-confidence.
5. Helps with task prioritisation.
6. Reduces stress levels
7. Decreases procrastination (putting things off).
8. Helps to achieve goals.
9. Maximises your strengths.
10. Better productivity
11. Less duplication
12. Greater sense of capability
13. Enhances creativity.
14. Better able to adapt ([Lucemi Consulting, 2020](#)).



We've put together some useful tips on how to be organised and develop good time management skills:

KNOW YOUR GOALS

Think about your short- and long-term goals. Invest time into activities that will go towards achieving these goals. Focus on SMART Goals (Specific, Measurable, Achievable, Relevant, Time-bound).

NOTES

Keep thorough notes about what you need to do. Include any deadlines that are needed and split projects into smaller tasks with their own deadlines so you don't get overwhelmed. These could be handwritten notes or notes written using, for example Microsoft OneNote. Other techniques like Mind Mapping can help you visualise and collaborate on ideas. Check out our meeting notes template [here](#).

ELIMINATE DISTRACTIONS

Switch off or mute your phone. Try wearing earphones or a headset to block out noise if you are easily distracted by sound.

INCENTIVES

Every time you complete an action on your to-do list, give yourself a 5-minute break as a reward to yourself. You might want to listen to your favourite song, play with a pet or do something else that you enjoy. Taking regular breaks will also ensure that stress levels are reduced and that you keep 'on task' but be sure to stick to your allotted 5 minutes!

DIARY MANAGEMENT

Block time out in your diary to focus on a specific task (and stick to it!). Use tools to help you such as Outlook alerts, recurring calendar alerts, calendar apps and phone reminders. Specially designed notepads and planners can also be a useful resource.

PRIORITISE WISELY AND PLAN AHEAD:

Make a 'to-do' list starting with the most urgent tasks that require attention ASAP and do these first. Focus on one task at a time. This will help you focus on things that need to be done within a realistic time frame and avoid procrastination.

TIMELINES

Think about creating a GANTT Chart, timeline or using a free project management app. You can then plan out each step in your project, keep track of progress and set deadlines easily.

DELEGATE

Instead of doing all the work yourself, speak with other team members who may have the right skills and time for you to delegate some tasks to them. That way, you are not overloaded with work and productivity is higher.

BE PATIENT

It takes time to become better organised and to manage your time more effectively, so be patient. Work at your own speed and remain positive.

Further Resources:

Evernote

Create, organise, search share, save and sync your notes.

MindMup

Create and share amazing mind maps

Pomofocus Pomodoro Online

An online Tool to help with focus and boost productivity.

Project Manager

Free project management templates

Wise Stamp

How to organise emails in Outlook: expert inbox management techniques.

Trello

Collaborate, manage projects, and reach new productivity peaks.

We're proud to be the only charity set up in memory of Diana, Princess of Wales, and her belief that young people have the power to change the world. It's a big mission but there are two things within it that we focus our charity's efforts on – young people and change.

Throughout all of our programmes and initiatives, 'change' for and by young people is central, including our anti-bullying work which encourages change in attitudes and behaviours.

We hope you found this resource useful and wish you all the best in your anti-bullying journey. If you would like to help us create more resources and train even more Anti-Bullying Ambassadors, you can make a £5 donation by texting CHANGE 5 to 70470 or visit diana-award.org.uk/donate

Give us feedback on this resource:
<https://tinyurl.com/ab-feedback>



/antibullyingpro



@antibullyingpro



@antibullyingpro



/antibullyingpro

The Diana Award is a registered charity (1117288 / SC041916) and a company limited by guarantee, registered in England and Wales number 5739137. The Diana Award's Office, 1 Mark Square, London EC2A 4EG.

All images and text within this resource © The Diana Award and cannot be reproduced without permission.

www.diana-award.org.uk