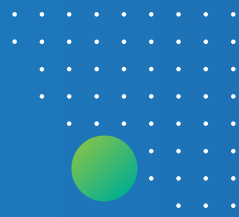




SUMMER CAMP

Organize Your Day On A Daily Basis





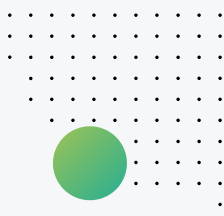
The art of self-organization

Our digitally-driven world is full of distractions that, if unchecked, can have harmful effects on our lives. If you do not attempt to minimize distractions, you may find it difficult to concentrate on things and tasks that really matter. In this respect, the principles of self-organization are playing an increasingly important role for you to learn to skillfully manage busy schedules and workloads to get things done on time.

Interestingly, self-organization does not mean you can multitask or quickly switch attention from one thing to another. On the contrary, self-organization implies that you set the right process to control your productivity levels and focus the best effort on accomplishing a priority task or a mission.

For that, you definitely need to develop helpful time management habits and techniques allowing for a more structured approach to personal and professional life.

This content selection provides valuable insights into concepts such as deep work, focus, calendar organization, productivity, and unplugging practices. Briefly, you will find all that is needed to be good at self-organization.



Choose one correct answer from the list.

1.

Question. The idea: "if you want to get anything done in our world of distraction" is referred to the concept of

- ☐ Smart work
- ☐ Remote Work
- ☐ Deep Work

2.

Question. To thrive in today's world, one should master...

- ☐ Sleep less to have more time to do things
- ☐ Learn to do hard things quickly
- ☐ Produce at a high level of quality and speed

3.

Question. What is really happening when people are trying to multitask?

- ☐ They get more things done more quickly
- ☐ They constantly switch between tasks and lose their ability to perform at a high level
- ☐ They develop a high level of agility

4.

Question. What is the use of organizing your calendar in life buckets?

- ☐ It gives you some visual separation on your calendar
- ☐ It gives you a more fun organization of your calendar
- ☐ It changes nothing in particular in your calendar

5.

Question. One of the best ways to keep all your stuff organized is to...

- ☐ Develop a habit of getting rid of things you do not need
- ☐ Buy a bigger house to store all your things
- ☐ Learn the concept of creative disorder

Answers - 1. Deep Work, 2. Learn to do hard things quickly, 3. They constantly switch between tasks and lose their ability to perform at a high level, 4. It gives you some visual separation on your calendar, 5. Develop a habit of getting rid of things you do not need





Fill in the blanks

Complete the missing word or sentence in the boxes provided

1.

The general idea behind the term Deep Work is that you focus on one activity for an extended period of time with no _____

2.

We are susceptible to _____ when we are estimating how long things are going to take. It is probably because we cannot predict what will be the best-case scenario or the average case scenario of events.

3.

Using all your brainpower to focus on a single thing is called _____ that is quite different from _____ when you switch between tasks.

4.

To teach yourself to achieve high levels of focus without making a significant effort is to turn it into a _____, which means that over time, you will do better and better

5.

To restore your brain power, you should do _____. The important thing to do to maximize its effect is to completely forget about _____. So taking a nap, meditating, or going for a walk in nature can be one of the possible options to succeed in that.

6.

Using the classic _____ may seem rather simple but it remains one of the most efficient ways to stay organized.

Les réponses incl. 1. Distraction; 2. Planning Fallacy; 3. Directed Focus; Scattered Focus; 4. Habit; 5. Unplugging, Work; 6. To-do list



Self-organization & productivity

As demonstrated in the learning program, practice is the key to achieving a high level of self-organization. Indeed, knowing what psychological aspects are related to human productivity (for example, power hours) maximizes the effect of self-organization training.

To develop a mindset of a highly organized person, you should fully engage the principle of habit formation. Like in the case of deep work, you may find it challenging to stay focused long enough at the beginning, which means that the total focus time does not last longer than 20 minutes. But throughout a practice habit, your focus time extends up to 4 hours.

All in all, focus and other key self-organization elements can be built and trained like any other skill over time.

40%

Trying to focus on more than one thing at a time reduces your productivity by as much as 40%.

The Role of the Calendar

A calendar is an important tool to maximize the effect of your time management and productivity. Planning things is not only about having a visual representation of your whole activities but also about being more successful in life since lots of people appreciate punctuality.

However, it is easier said than done because everyone has truly a busy schedule these days. Although applying specific rules and techniques to set up the calendar can have a tangible impact on how things are managed and done. So it is up to you to give it a try :)