

# Activity . . . . . ➔ 13

## Overcoming organisation problems

### STUDENT HANDOUT

Consider the real-life scenarios described below and discuss, with your group members, ways to overcome the organisation problems presented.

#### Scenario 1

Jane lives with her husband and two children aged 5 and 7. Both children are at school from 9 a.m. to 3.30 p.m. Jane has begun a full-time undergraduate course at her local university, paid for through personal savings and a part-time job. However, she has found that she has three lectures starting at 9 a.m. and two lectures starting at 3 p.m. during the week. Her husband works full-time, having to arrive at work at 8.30 a.m. and finish at 5.30 p.m. He is not very supportive of her studies and feels that it is her responsibility to ensure that the children are dropped off and collected from school at the appropriate times. What can Jane do? Is it possible to overcome these problems and organise her study around her children and their school?

#### Scenario 2

Adam's mind is 'all over the place' or so he feels. His room is a mess: files, paper, books, assignments and empty food and drink containers cover every surface. He has too many ideas and not enough time to get them all down. He's missed a couple of assignment deadlines and he has been warned that he could fail his course if he doesn't get his act together. But too much is happening. Everything is chaotic and it's hard to get a grip. Life moves quickly for Adam. There's a lot to do and not enough time. What can Adam do? How can he overcome his problems and become more organised so that he doesn't fail his course?

#### Scenario 3

Anna is upset that she failed her last assignment. She'd worked really hard on it, staying up for three nights in a row to get it perfect. She'd handed it in with moments to spare, but then she always does that because it's so hard to fit everything in and get all her work done on time. Her social life, social networking, games and sorting out her laptop are all important and take up a lot of time. What can Anna do? How can she organise herself better so that she doesn't fail another assignment?

#### Scenario 4

Geoff is 45 and has decided to return to college. He left school when he was 14 and has worked in manual jobs ever since, but now he has decided that it is time to get some more qualifications so that he can get a different job (one that doesn't make him feel tired and sore when he gets home at night). He is very nervous about returning to education, in particular, because he had bad experiences of school and didn't pass any exams when he was young. He was told that he was

‘disorganised’ and would ‘never make anything of himself’. Geoff is very keen and wants to do well, but doesn’t have a clue about how to organise his studies. He intends to work part-time and study part-time. What advice can you offer Geoff to help him overcome his anxieties and organise his studies?

**Learning outcome:** By the end of this activity you will have discussed and found solutions to a variety of organisation problems that you can learn from and relate to your own studies, if and when necessary.

## Activity 13