

# Organisation and Planning: Practical Strategies to Improve Productivity and Stay in Control

Strong organisation and planning skills play an important role in productivity, focus, and overall performance. In today's busy working environment, it can be easy to feel overwhelmed by competing priorities, deadlines, and everyday responsibilities. Without clear systems in place, managing workloads effectively can quickly become challenging.

For busy professionals balancing work and career development, developing strong organisational habits can help reduce stress, improve efficiency, and create a greater sense of control. Small changes to the way you plan your time, organise tasks, and manage your workload can have a significant impact over the long term.

This month, we're excited to share practical ways to help you stay organised and work more effectively. Our latest blog, *Organisation and Planning: Practical Strategies to Improve Productivity and Stay in Control*, explores simple but effective techniques to help you manage workloads, prioritise tasks, improve productivity, and build sustainable habits that support long-term success.

[Read the Blog Now →](#)



## EMPLOYER INSIGHTS

### The Importance of Organisation & Planning

Strong organisation and planning skills are essential for maintaining productivity, meeting deadlines, and managing workloads effectively. Employees who are organised are often better equipped to prioritise tasks, adapt to changing demands, and work more efficiently under pressure. For employers, this can lead to improved performance, clearer communication, and more consistent results across teams.



## EMPLOYER TIP

### Encouraging Organisational Habits

Organisation and planning skills can be developed over time with the right support and structure. Encouraging employees to use simple planning techniques, maintain clear task lists, and organise their workload effectively can help reduce stress and improve productivity.

Providing time for regular planning, promoting realistic workloads, and encouraging employees to break larger tasks into manageable steps can also help teams stay focused, organised, and better prepared to manage competing priorities.



## UPDATES



### IoSCM Level 3 Updates

IoSCM is introducing exciting updates to its Level 3 qualifications. From 1st June, new learners will study updated programmes that are more closely aligned with their academic level and have a more defined choice of units. These improvements are designed to enhance clarity, support progression, and ensure a more focused learning experience.



To further support learners, we have introduced level-specific study skills masterclasses. These sessions are designed to help develop key academic skills and improve the overall quality of assignments, including understanding command verbs, structuring assignments effectively, developing academic writing skills, improving research techniques, and using Harvard referencing correctly.

These masterclasses have been very positively received by learners and continue to provide valuable support throughout their studies. You can find out more [here](#)



CIPS has launched *The Great Conversation* - a forward-looking initiative exploring the skills and capabilities needed in a world shaped by rapid technological change, evolving global challenges, shifting demographics, and increasing environmental pressures.

It encourages professionals to reflect on how the industry is changing and what skills will be needed in the future. You can access it here:

<https://www.cips.org/knowledge-and-insight/the-great-conversation>

## STUDY TIP OF THE MONTH

### Start Small with Daily Planning

If your workload feels overwhelming, don't try to organise everything at once. Instead, take a few minutes each day to plan your top priorities. Focus on the 2-3 most important tasks you need to complete, rather than a long list.

This simple approach can help you stay focused, reduce stress, and make steady progress without feeling overloaded. Small daily planning habits can make a big difference over time, especially when balancing study, work, and other commitments.

## LEARNER SUPPORT

### Need study support?

Remember that the Student Support Zone is filled with information, guides and resources to help you throughout your learning journey

[Student Support Zone →](#)