

"The chief aid to memory is order." - Simonides



"A place for everything and everything in its place."

What is Orderliness?

The word "Orderliness" comes from a Latin word meaning "row or series," giving the connotation of rows of military troops. It applies to time scheduling as well as to physical surroundings, in which the bigger picture is seen, broken into logical parts, and prioritized in logical sequence.

Orderliness in physical surroundings is distinguished from "neatness" with the additional meaning of being organized. A room can be neat in appearance, but disorderly in closets and drawers. An orderly area has been organized by categories related to use and priorities and

a place is made for each item so it can be found again easily. Distracting clutter that has little use is removed.

It is important to balance order with flexibility so that one can set aside plans to

fulfill the wishes of an authority, but it is also important to be able to return to order.

Orderliness depends on building good habits, such as putting things away in their

place, right away. The Second Law of Thermodynamics states that every- thing tends toward disorder. It takes constant effort to be orderly! Have a plan and a schedule and stick with it!

What does orderliness look like?

- Organizing one area at a time, getting rid of excess items and clutter.
- Determining your overall purpose for a project or area and putting aside or giving away things that distract.
- Finding appropriate containers, labeling them by categories (ex. "mailing supplies"), and placing the containers in a logical sequence, so that items can be found quickly.
- Developing standardized procedures.
- Making a master index of where items can be found.
- Putting things away just after using.

Featuring this month~

Orderliness

vs. disorganization

"Arranging myself and my surroundings to achieve the greatest efficiency."

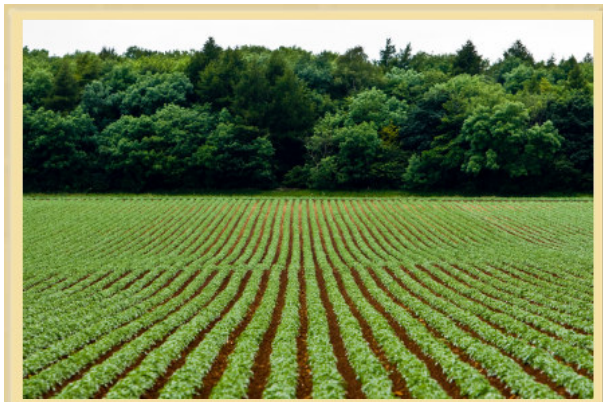
I will:

- ◆ **Pick up after myself.**
- ◆ **Keep my word**
- ◆ **Put things back where they belong.**
- ◆ **Use things only for their intended purposes.**
- ◆ **Return lost things to their rightful owners.**

More...

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Talk about Orderliness

1. How does disorder in your work place or home affect your ability to be productive?
2. What hindrances do you personally face in developing an orderly workplace or home?
3. Once organized, what causes your orderliness in an area to "go out the window"?
4. Share some ideas you have found that help organize information usually found as scattered notes.
5. Can you describe situations where you or others have settled for "neatness" rather than orderliness? How would you describe the difference?
6. Describe a project in which you brought "order out of chaos."

What tips can you share with others?



**"Reducing clutter helps you think more clearly."
Character First**

Inventing Orderliness

The original traffic signal was invented by Garret Augustus Morgan in the early 1920's. He had just witnessed a tragic accident between a horse-drawn carriage and an automobile at a busy intersection. That caused him to see the need for orderly traffic control. How many lives may have been saved because of his sense of orderliness!

" At age 21 , Melvil Dewey invented the Dewey Decimal Classification. Before that, private library owners chose whatever method they wanted to file their many books. His system is used in over 135 countries-the most commonly used system world-wide.

The average person spends over 150 hours a year looking for something. The time you waste trying to find things is time you could use for leisure activities.



Concept by Character First

Parents - [Click here](#) for tips on encouraging your children to develop the character quality this month. Check out the [Just for Kids](#) pages for orderliness in a nature analogy and a historical lesson.

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