

orderliness:

arranging myself and my surroundings to achieve greater efficiency

Orderliness is the key to achieving greater productivity

Orderliness is defined as arranging myself and my surroundings to achieve greater efficiency.

Orderliness should be practiced at all times and in all places. When you are not orderly it is hard to be productive.

Orderliness is extremely important when completing tasks because having an organized plan will help you finish the task in a timely and easy manner.

Praising orderliness with children will reinforce its importance and significance. Praise must also be genuine and sincere.

If one is consistent in being orderly, then they will set a good example and lead others to be orderly also.

Having orderliness whether at home or work will give you a sense of fulfillment when the task at hand is completed.

“Good order is the foundation of all good things.”

*Edmund Burke (b.1729)
British political writer/statesman*



Orderliness is an important part of being prepared. At Fire Station 9, the firefighters carefully organize and maintain their equipment. When the bell rings, they are ready to go!

I will...

- Pick up after myself;**
- keep my work and play areas clean and neat;**
- put things back where they belong;**
- use things only for their intended purposes;**
- return lost things to their rightful owners.**

orderliness vs. confusion

Disorganization wastes time, and the resulting confusion causes frustration-which leads to inefficiency and dissatisfaction. Orderliness dispels confusion. Organizing takes time and forethought, but the efficiency earned by orderliness is immeasurable.

Orderliness is:

- Maintaining a tidy area.
- Returning items to their proper places.
- Keeping a neat appearance.
- Showing initiative.
- Using things for their intended purpose.
- Picking up litter and trash.
- Using good manners.

Topeka City of Character
700 S.W. Jackson, Suite 807
Topeka, Kansas 66603

Mailing address:
P.O. Box 8073
Topeka, KS 66608

Phone: 785-233-3699
Fax: 785-232-3498
E-mail: tcoc@sbcglobal.net

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From the coordinator

Happy New Year!! With the coming of each New Year, most of us make resolutions to change something that we want to change in our lives. Whatever resolution that you have made, incorporating orderliness into your daily routine, can help you achieve success. Just recently I read that you only have to do something twenty one times for it to become a habit. Think about it. By January

21st you could be on your way to achieving your goals for this New Year by practicing orderliness and organization. Arrange your surroundings so that you may experience success in achieving your resolution!!!

*Dawn Wright,
Topeka City of Character*

How can I get involved?

- **Try to demonstrate good character.**
- **Praise good character when it is demonstrated by others.**
- **Participate in a meeting or training session.**
- **Invite a Topeka City of Character speaker or trainer to your business or organization.**
- **Make a financial contribution to help expand the work of Topeka City of Character.**

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Good character is the key to success!