



Flowchart / diagram completion

Reading Lesson 8: Flowchart / Diagram completion

Simple Tips to Organise Your Space

The first rule of organising any space is to remove everything so you can get a fresh perspective on what you want to do with the room. Removing everything allows you to identify your storage needs without limitations. You can then set realistic goals for your space and in the process decide which items stay and which items go.

After you decide which items stay, organise your space in a manner that fits your current lifestyle. If you lack organisational skills, the best way to visualise your goals for the space is to make it livable. Try not to shoot for perfection once you start coordinating your space. Many interior designers say that when you aim for perfection, you may become overwhelmed and give up. The key is to break down your room into manageable spaces and give the items you keep a specific location. If you're trying to organise your office space, envision each item in relation to what you use the least and what you use the most throughout your workday. Your most important items should be within an arm's length.

Complete the flow-chart below.

Choose ONE WORD ONLY from the passage for each answer.

Organising your space

1. _____ items from your room to get an idea of the space available.



2. Establish sensible _____ for your space.



3. Make a decision about which _____ you want to keep and which items you will dispose of.



Organise your space in a way that suits your way of life.



4. Divide your room in to different sections and keep each item in a _____ place.



5. Your most valued possessions should be _____ easy reach.

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