



ORGANIZATIONAL SKILLS

Developing good Organizational Skill is an investment that will provide benefits for years. To be successful means to be organized. These skills will filter through all aspects of your participants professional and personal lives. Throughout this workshop your participants will be given the tools necessary in developing better Organizational Skills.

Through Organizational Skills your participants will encounter improved productivity, better management, and an overall increase in professional growth. Every day people waste numerous amounts of time looking for items. So stop looking for those important items, and start knowing where they are by getting organized.

Module One: Remove the Clutter

- Just Do It
- You Don't Have to Keep Everything
- Three Boxes: Keep, Donate, and Trash
- A Place For Everything And Everything In Its Place

Module Two: Prioritize

- Write It Down
- Urgent/Important Matrix
- Divide Tasks
- 80/20 Rule

Module Three: Scheduling Your Time

- Have a Master Calendar
- Setting Deadlines
- Remove or Limit the Time Wasters
- Coping With Things Outside of Our Control

Module Four: To Do Lists

- Use a Day Planner
- Finish What You Start
- Focus on the Important
- Do Quick Tasks Immediately



Module Five: Paper and Paperless Storage

- Find a System that Works for You
- Make it Consistent
- Make it Time Sensitive
- Setting up Archives

Module Six: Organization Your Work Area

- Keeping Items Within Arm's Reach
- Only Have Current Projects on Your Desk
- Arranging Your Drawers
- Organize to Match Your Workflow

Module Seven: Tools to Fight Procrastination

- Eat That Frog!
- Remove Distractions
- Give Yourself a Reward
- Break Up Large Tasks

Module Eight: Organizing your Inbox

- Setting up Delivery Rules
- Folder and Message Hierarchy
- Deal with Email Right Away
- Flag and Highlight Important Items

Module Nine: Avoid the Causes of Disorganization

- Keeping Everything
- Not Being Consistent
- Not Following a Schedule
- Bad Habits

Module Ten: Discipline is the Key to Stay Organized

- Stay Within Your Systems
- Learn to Say No
- Have Organization Be Part of Your Life
- Plan for Tomorrow, Today