

Organisational Skills

"For every minute spent organising, an hour is earned." Anonymous

An inability to stay organised in the workplace can ruin our reputation. On the other hand, good organisational skills establish a sense of trust and professionalism in the workplace. Developing good organisational skills is an investment that will provide benefits for years. These skills not only help individuals keep things straight, but also make managing workload easier hence improved personal and professional productivity.

Throughout this workshop, participants will be given the tools necessary in developing better organisational skills. They will examine how an individual's ability to manage information and workload can enhance their reputation in the workplace. Further skills for creating and sticking to an organisation plan will be covered in this course.



Course Objectives and Content

KEY LEARNING OBJECTIVES

1. Examine current habits and routines that are not organised.
2. Learn to prioritise time schedule and daily tasks whilst managing procrastination.
3. Develop an action plan for reducing clutter.
4. Learn ways of managing information such as emails and other office systems.

WHO IS THIS FOR?

This course is suited for everyone in any organisation!

COURSE CONTENT

1. 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.
2. Prioritise; write it down, urgent/important matrix, divide tasks, 80/20 rule.
3. Scheduling your time; have a master calendar, setting deadlines, remove or limit the time wasters, coping with things outside of our control.
4. Productivity journal; use a day planner, finish what you start, focus on the important, do quick tasks immediately.
5. Paper and paperless storage; find a system that works for you, make it consistent, make it time sensitive, setting up archives.
6. Organisation of your work area; keeping items within arm's reach, only have current projects on your desk, arranging your drawers, organise to match your workflow.
7. Tools to fight procrastination; eat that frog! Remove distractions, give yourself a reward, break up large tasks.
8. Organising your inbox; setting up delivery rules, folder and message hierarchy, deal with email right away, flag and highlight important items.
9. Avoid the causes of disorganisation; keeping everything, not being consistent, not following a schedule, bad habits.
10. Discipline is the key to stay organised; stay within your systems, learn to say no, have organisation be part of your life, plan for tomorrow, today.

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