Organizational Skills Workshop

Course Duration 1 Day

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.

Course Objectives

At the end of the course participants will be able to:

- Examine current habits and routines that are not organized
- Learn to prioritize your time schedule and daily tasks
- Determine ways of storing information and supplies
- Learn to organize personal and work space
- Learn to resist procrastination
- Make plans to stay organized in the future

Course Outline

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

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

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

To Do Lists
Use a Day Planner

Finish What You Start
Focus on the Important
Do Quick Tasks Immediately

Paper and Paperless Storage
Find a System that Works for You
Make it Consistent
Make it Time Sensitive
Setting up Archives

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

Tools to Fight Procrastination
Eat That Frog!
Remove Distractions

Give Yourself a Reward
Break Up Large Tasks

Organizing Your Inbox
Setting Delivery Rules
Folder and Message Hierarchy
Deal With Email Right Away
Flag and Highlight Important Items

Avoid the Causes of Disorganization
Keeping Everything
Not Being Consistent
Not Following a Schedule
Bad Habits

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