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# Organizational Skills

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## Course Content

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.

### Lessons include the following:

- Getting Started
  - Housekeeping Items
  - The Parking Lot
  - Workshop Objectives
  - Action Plans and Evaluations
- 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
  - Case Study
  - Review Questions
- Prioritize
  - Write it Down
  - Urgent/Important Matrix
  - Divide Tasks
  - 80/20 Rule
  - Case Study
  - Review Questions
- Scheduling Your Time
  - Have a Master Calendar
  - Setting Deadlines
  - Remove or Limit the Time Wasters
  - Coping With Things Outside of Our Control
  - Case Study
  - Review Questions
- To Do Lists
  - Use a Day Planner
  - Finish What You Start
  - Focus on the Important
  - Do Quick Tasks Immediately
  - Case Study
  - Review Questions
- Paper and Paperless Storage
  - Find a System that Works for You
  - Make it Consistent
  - Make it Time Sensitive
  - Setting up Archives
  - Case Study
  - Review Questions
- 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
  - Case Study
  - Review Questions
- Tools to Fight Procrastination
  - Eat That Frog!
  - Remove Distractions
  - Give Yourself a Reward
  - Break Up large Tasks
  - Case Study
  - Review Questions

- Organizing your Inbox
  - Setting up Delivery Rules
  - Folder and Message Hierarchy
  - Deal with Email Right Away
  - Flag and Highlight Important Items
  - Case Study
  - Review Questions
- Avoid the Causes of Disorganization
  - Keeping Everything
  - Not Being Consistent
  - Not Following a Schedule
  - Bad Habits
  - Case Study
  - Review Questions
- Discipline is the Key to Staying Organized
  - Stay Within Your Systems
  - Learn to Say No
  - Have Organization Be Part of Your Life
  - Plan for Tomorrow, Today
  - Case Study
  - Review Questions
- Wrapping Up
  - Words from the Wise
  - Review of Parking Lot
  - Lessons Learned
  - Completion of Action Plans