

ORGANIZATIONAL SKILLS TRAINING

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COURSE LENGTH: 1.0 DAYS

The Organizational Skills Training Course provides you with the knowledge, techniques and tools to help you plan and organize your time and tasks more efficiently and consequently improve your productivity and efficiencies in the workplace.

After completing this extensive PD Training Organizational Skills Course, you will have learned how to remove clutter and organize your work area, using the 80/20 rule to prioritize your tasks, create your master calendar and day planner, the techniques to fight procrastination, how to organize your inbox, how to stay in control and much more.

This comprehensive professional development training course is available across the U.S., including Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

ORGANIZATIONAL SKILLS TRAINING COURSE OUTLINE

FOREWORD

During this training course, participants develop an understanding and use of examining their habits and routines, prioritizing, organizing the workspace and setting plans to stay organized. It also helps to identify and remove obstacles to organization and productivity such as procrastination.

This extensive training course helps participants to develop essential skills in organizing their work lives, so that they increase their productivity, and reduce waste of their time and resources. Getting and staying organized is easy once you've learned the tricks.

OUTCOMES

After completing this course, participants will have learned to:

- ▶ Remove the clutter
 - ▶ Place everything in its place
 - ▶ Write down priorities
 - ▶ Prioritize tasks
 - ▶ Use 80/20 rule
 - ▶ Use a master calendar
 - ▶ Set realistic deadlines
 - ▶ Remove or limit time wasters
 - ▶ Cope with things outside their control
 - ▶ Use a day planner
 - ▶ Be consistent
 - ▶ Use paper and paperless storage
 - ▶ Organize the work area
 - ▶ Fight procrastination
 - ▶ Organize your inbox
 - ▶ Use discipline to stay organized
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MODULES

Lesson 1: Getting Started

- ▶ Housekeeping Items
- ▶ Pre-Assignment Review
- ▶ Workshop Objectives
- ▶ The Parking Lot
- ▶ Action Plan

Lesson 2: 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

Lesson 3: Prioritize

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

Lesson 5: To Do Lists

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

Lesson 7: Organisation 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

Lesson 9: Organizing Your Inbox

- ▶ Setting Delivery Rules
- ▶ Folder and Message Hierarchy
- ▶ Deal With Email Right Away
- ▶ Flag and Highlight Important Items
- ▶ Case Study

Lesson 11: Discipline is the Key to Stay Organized

- ▶ Stay Within Your Systems
- ▶ Learn to Say No
- ▶ Have Organisation Be Part of Your Life
- ▶ Plan for Tomorrow, Today
- ▶ Case Study

Lesson 4: Scheduling Your Time

- ▶ Have a Master Calendar
- ▶ Setting Deadlines
- ▶ Remove or Limit the Time Wasters
- ▶ Coping With Things Outside of Your Control
- ▶ Case Study

Lesson 6: Paper and Paperless Storage

- ▶ Find a System that Works for You
- ▶ Make It Consistent
- ▶ Make It Time Sensitive
- ▶ Setting Up Archives
- ▶ Case Study

Lesson 8: Tools to Fight Procrastination

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

Lesson 10: Avoid the Causes of Disorganization

- ▶ Keeping Everything
- ▶ Not Being Consistent
- ▶ Not Following a Schedule
- ▶ Bad Habits
- ▶ Case Study

Lesson 12: Wrapping Up

- ▶ Words from the Wise
- ▶ Parking Lot
- ▶ Lessons Learned
- ▶ Completion of Action Plans and Evaluations

WEB LINKS

- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)