PROFESSIONAL DEVELOPMENT TRAINING

# Organizational Skills Training - 3 hours

REQUEST QUOTE

0.5 DAY COURSE

**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 even if you are working from home.**

**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 stay in control and much more.**

**This is a practical class that is suitable for all audiences and provides people with the tools that they can apply on-the-job (and in other contexts) the very next day. This is an instructor-led class that you can attend from home or your office.**

**We use secure Video Conferencing with interactive features such as live polling, screen sharing, whiteboards, live chat and breakout sessions. Please discuss your preferred platform, most commonly we use Microsoft Teams, Skype for Business, Webex or Zoom upon request.**

**These courses are facilitated in English, and are open to people from different industries across the United States - this is a short but powerful learning experience that gives you great collaboration opportunities. Our trainers and processes have been refined to give you a personalised learning experience where it is specifically targeted to your need & see our outcomes in the reviews.**

****Please note, these classes run to a very tight schedule, please follow the invitation and join the class 10-minutes prior to commencement so you are ready to participate and don't miss a minute!**

## What You'll Gain:

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
- Organize the work area
- Fight procrastination
- Use discipline to stay organized

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# Modules

### Lesson 1: 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
- Reflection

### Lesson 2: Scheduling Your Time

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

### Lesson 3: To Do Lists

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

### Lesson 4: Prioritize

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

### Lesson 5: Tools to Fight Procrastination

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

### Lesson 6: Avoid the Causes of Disorganiation

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

**Talk to our expert team**

**Phone:**

Email: