

Organizational Skills

Good organizational skills can prove beneficial in many areas of life, including personal and business areas. Organization can increase a person's general productivity, project management, and can even affect his memory and retention skills. These skills are not acquired overnight – it will take a lot of hard work and practice. But with a little guidance and the right tools, anyone can learn how to stop hunting for missing things and become better organized.

Modules

- Remove the clutter
 - Just Do IT!
 - Three boxes: Keep, Donate & Trash
- Prioritize
 - Urgent / Important Matrix
 - 80 / 20 Rule
- Scheduling your time
- Setting deadlines
- Removing or limit the Time Wasters
- Use a day Planner
- Paper & Paperless Storage
- Organization in your work area
- Tools to fight procrastination
- Organizing your Inbox
- Avoid the causes of disorganization
- Discipline is the key to stay organized

Learning Outcomes

This workshop enables the participants to effectively learn better organization skills, efficient training tools and tips to help them reach their goal. With this help, everyone can take a better look at their current habits and form a new plan to become better organized in life.



2 Day Workshop

Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Wrapping up

- Activities
- Words from the Wise
- Review of Parking Lot
- Lessons Learned