## What are Organizational Skills?

Organizational skills are a set of abilities that allow you to plan, prioritize, and set and achieve your goals. The main aim of these skills is to save your time and help your personal and business activities proceed smoothly and effectively.

### Organization Skills List

#### Goal Settings
- Set specific goals
- Set measurable goals
- Set realistic goals
- Set time-bound goals
- Write your goals down
- Keep your goals in a few subcategories
- Set reminders
- Break large goals into smaller goals

#### Prioritization
- Assess the value of each task
- Make sure one task is more important than another
- Categorize an effort for each task
- Consider the consequences
- Be detailed
- Know when to cut the time

#### Scheduling
- Identify the schedule activities
- Define the responsibilities
- Define the resources needed for each activity
- Estimate the duration of each activity
- Controlling your schedule

#### Delegating Skills
- Decide what to delegate and what not to
- Clarify what is the desired
- Clearly set boundaries
- List ambitious consequences
- Provide the right tools
- Build motivation

#### Decision Making
- Define the purpose of your decision
- Gather information
- List different possible solutions
- Identify the criteria to evaluate the alternatives
- Compare the consequences
- Implement the chosen option
- Evaluate the outcome of your decision

#### Focus
- Cut multitasking
- Turn off email and notifications
- Change your work plan
- Stay motivated
- Don’t be afraid to ask questions
- Know yourself
- Communicate with successful people
- Store positive
- Recite quotes

#### Self-motivation
- Remind yourself of your goals
- Set ways to track your progress
- Read stories about successful people
- Think for feedback
- Look for opportunities
- Don’t be afraid to fail
- Know yourself
- Communicate with successful people
- Store positive
- Recite quotes

#### Physical Organizational Skills
- Listening skills
- Nonverbal Communication
- Prioritization
- Time Management
- Open discussions
- Persistence
- Patience

#### Communication Skills
- Listens actively
- Nonverbal Communication
- Prioritization
- Time Management
- Open discussions
- Persistence
- Patience

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