

# ORGANIZATIONAL SKILLS



what?

## What are Organizational Skills?



Organizational skills are a set of abilities that allow you to plan, prioritize, and to 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
- Write your goals down
- Try to keep your goals in a few number.
- Set reminders
- Break large goals into smaller goals



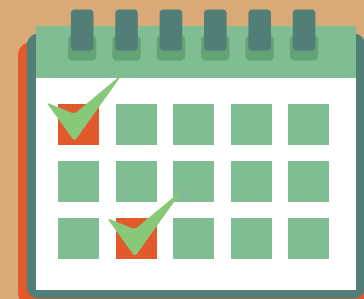
### Prioritization

- Assess the value of each task
- Define urgent vs. important tasks
- Estimate an effort for each task
- Consider the consequences
- Be flexible
- Know when to cut the time



### Scheduling

- Identify the schedule activities
- Define the sequence the activities
- Define the resources needed for each activity
- Estimating the deadline of each activity
- Controlling your schedule



### Delegating Skills

- Decide what to delegate and what not to
- Clarify what are the desired results
- Clearly set boundaries
- Inform about 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
- Determine the best alternative
- Implement the chosen option
- Evaluate the outcome of your decision



### Focus

- Cut multitasking
- Turn off email and notifications
- Move to a more quiet place
- Stay motivated
- Done your 'hardest' task first
- Go outside for a break
- Get plenty of sleep
- Maintain a healthy and balanced diet



### Self-motivation

- Remind yourself of your goals
- Set ways to track your progress
- Read stories about successful people
- Seek for feedback
- Never stop searching opportunities
- Don't be afraid to make mistakes
- Know yourself
- Communicate with successful people
- Stay positive
- Read quotes



### Physical organizational skills

- Keeping clean your workspace
- Putting back items in their places after use
- Creating physical solutions and strategies for facilitating workflow
- Record keeping
- Resource management
- Responsibility for office materials and equipment and etc.



### Communication Skills

- Listening skills
- Nonverbal Communication
- Friendliness
- Clarity and Concision
- Open-mindedness
- Positive
- Patience

