

Good time management and organization 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 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!

COURSE CONTENT

Session 1: Course Overview

- Learning Objectives
- Benefits of Organizational Skills for Businesses

Session 2: Remove the Clutter

- De-Clutter
- Just Do It
- You Don't Have to Keep Everything
- A Place for Everything and Everything in its Place

Session 3: Scheduling Your Time

- Make the Most of Your Prime Time
- Have a Master Calendar
- Setting Deadlines
- Timewasters
- Coping with Things Outside of Your Control

Session 4: Planning Wisely

- Guidelines for Efficient Planning
- Prepare in Advance
- Group Similar Tasks
- Putting Plans into Action with Scheduling Tools
- To-Do Lists
- Do Quick Tasks Immediately
- Use a Day Planner
- Finish What You Start
- Focus on the Important

Session 5: The Building Blocks of a Good Organizational System

- Write it Down
- Simple Prioritization
- Prioritization Tools
- Divide Tasks
- Pareto's Principle
- Characteristics of a Good Organizational System

Session 6: Paper and Paperless Storage

- Find a System That Works for You
- Effective File Management
- Setting up a Daily System
- Setting up Your Virtual Environment
- Deal with Email Right Away
- Flag and Highlight Important Items
- Making Your Email Program Work for You
- Make it Consistent

Session 7: Stopping Procrastination

- Why We Procrastinate
- Tackling Procrastination
- Eat That Frog!
- Remove Distractions
- Give Yourself a Reward
- Break up Large Tasks

Session 8: Discipline is the Key to Staying Organized

- Avoid the Causes of Disorganization
- Stay Within Your Systems
- Learn to Say No
- Have Organization be Part of Your Life
- Plan for Tomorrow, Today