

# Organizational Skills

Training Manual

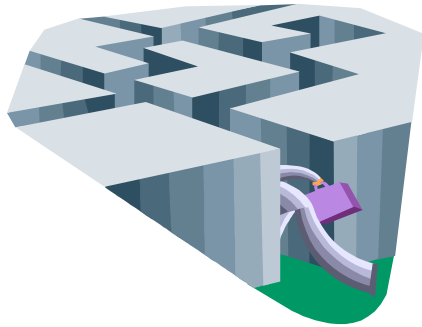
L'esprit Training Centre



*Don't agonize – Organize.*

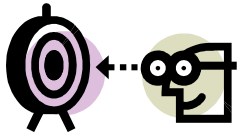
*Florence Kennedy*

## Module One: Getting Started



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.

### Workshop Objectives



To effectively learn better organization skills, a person must first learn efficient training tools and tips to help him reach his 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.

- Examine current habits and routines that are not organized
- Learn to prioritize your time schedule and daily tasks
- Determine ways of storing information and supplies
- Learn to organize personal and work space
- Learn to resist procrastination
- Make plans to stay organized in the future