

Soft-Train



*At Soft-Train
Technology Works*

Organizational Skills (2 Days)

COURSE GOAL: To learn how to Organize, Focus and prioritize your tasks in order to be a more productive member of the organization.

PREREQUISITES: None.

LEARNING OBJECTIVES:

Upon completion of this course, the student will be able to:

- Utilize more Simplistic Organizational Skills
- Identify a Purpose
- Make Better Decisions
- Prioritize Your Workload
- Overcome Procrastination

KEY TOPICS:

I. Why Can't I Get Organized

- A. Simplicity
- B. Physical Activity Always Follows Mental Activity

II. Get Your Habits Right Defeat the Beast

- A. The Monkey Trap
- B. A Few Thoughts on Gadget-Based Solutions

III. Right Now ...!

- A. "To Do or Not To Do?" ... That is the Question
- B. The 80 / 20 Rule

IV. The Best Reason to Get Organized

- A. Having a Definite Purpose
- B. Workaholic Behavior
- C. Multitasking
- D. Clutter is Contagious
- E. The Proper Order of Events
- F. Gathering Income Items

V. The Five Decisions

- A. Discard
- B. Delegate
- C. Take Immediate Action
- D. File for Follow-up
- E. Put in a Reference File

VI. Control Point Drawer

VII. Files

- A.** Labeled “1” to “31”
- B.** Labeled “January” to “December”
- C.** Follow-up Forms
- D.** People
- E.** Meetings
- F.** Casual Reading
- G.** Waiting for Response

XII. Now What?

- A.** Peace of Mind
Productivity

VIII. Other Files to Help You Follow Up

- A.** Capturing Incoming Items
- B.** Backfilling Your 1 to 31 Files

IX. Prioritizing Your Workload

- A.** Special Situations
- B.** One Thing at a Time
- C.** The Overloaded and Confused Cycle
- D.** Interruptions
- E.** Clarify and Begin

X. Getting Started

- A.** The Parable of the Spindle
- B.** Speed-Reading
- C.** Overcome Your Tendency to get Overwhelmed
- D.** Procrastination
- E.** Perfectionism

XI. Profound Knowledge

- A.** Irrational Thoughts and To-Do Lists
- B.** Saying No!
- C.** Meetings
- D.** Personality Mismatches
- E.** Psychological Dysfunctions
- F.** Homeostasis Hump
- G.** Three Possible Outcomes