

Soft-Train



*At Soft-Train
Technology Works*

How to Organize Just About Everything (1 Day) ST00103

COURSE GOAL: Learn practical ways to getting everything organized and developing practical methods to keep it that way.

PREREQUISITES: None

LEARNING OBJECTIVES:

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

- Understand the steps to getting themselves organized.
- Learn how to start a particular location and then use the same practices in other locations (i.e. Home, Office, Daily Life)
- Learn how to prioritize various tasks and things that need to be accomplished.

KEY TOPICS:

I. The Secrets of Organization

- A. The Organized Life
- B. The 10 Organizing Principles
- C. The Single Most Powerful Organizing Tool
- D. Getting Started

II. People and Time

- A. Dealing With People
- B. The Telephone
- C. How to Cut a Call Short
- D. E-mail
- E. Text Messaging
- F. Meetings
- G. How to Say No
- H. Courtesies
- I. Dealing With Time
- J. Multi-Tasking
- K. Worrying
- L. Not Knowing When to Quit
- M. Interruptions
- N. Procrastination
- O. Commute Time
- P. Deadlines and Tickler Files
- Q. Delegating
- R. Ask for Help
- S. Small Time Savers

III. Getting Organized

Everywhere

- A. How to Organize Your Office
- B. How to Organize Your Home Space
- C. How to Organize Your Papers
- D. How to Organize Your Computer