

# Organizational Skills Workshop

Developing good Organizational Skill is an investment that will provide benefits for years. To be successful means to be organized. These skills will filter through all aspects of your participants professional and personal lives. Throughout this workshop your participants will be given the tools necessary in developing better Organizational Skills.

Through Organizational Skills your participants will encounter improved productivity, better management, and an overall increase in professional growth. Every day people waste numerous amounts of time looking for items. So stop looking for those important items, and start knowing where they are by getting organized.

## Workshop Objectives:

- 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



For more information or to reserve your spot in this workshop, please contact:

Joseph (J.J.) Frazier  
President  
Mastering the Positive, LLC  
Phone: (757) 962-7073  
Mobile: (757) 952-8340  
Visit: [www.masteringthepositive.com](http://www.masteringthepositive.com)  
Email: [jfraziers@cox.net](mailto:jfraziers@cox.net)



## CLASS CONTENT

### **Session One: Getting Started**

Workshop Objectives

### **Session Two: Remove the Clutter**

Just Do it

You Don't Have to Keep Everything

Three Boxes: Keep, Donate, and Trash

A Place for Everything and Everything in its Place

Case Study

### **Session Three: Prioritize**

Write It Down

Urgent/Important Matrix

Divide Tasks

80/20 Rule

Case Study

### **Session Four: Scheduling Your Time**

Have a Master Calendar

Setting Deadlines

Remove or Limit the Time Wasters

Coping With Things Outside of Your Control

Case Study

### **Session Five: To Do Lists**

Use a Day Planner

Finish What You Start

Focus on the Important

Do Quick Tasks Immediately

Case Study

### **Session Six: Paper and Paperless Storage**

Find a System that Works for You

Make It Consistent

Make it Time Sensitive

Setting up Archives

Case Study

### **Session Seven: Organization in Your Work Area**

Keeping Items within Arm's Reach

Only Have Current Projects on Your Desk

Arranging Your Drawers

Organize to Match Your Workflow

Case Study

### **Session Eight: Tools to Fight Procrastination**

Eat That Frog!

Remove Distractions

Give Yourself a Reward

Break Up Large Tasks

Case Study

### **Session Nine: Organizing Your Inbox**

Setting Delivery Rules

Folder and Message Hierarchy

Deal With Email Right Away

Flag and Highlight Important Items

Case Study

### **Session Ten: Avoid the Causes of Disorganization**

Keeping Everything

Not Being Consistent

Not Following a Schedule

Bad Habits

Case Study

### **Session Eleven: Discipline is the Key to Stay Organized**

Stay Within Your Systems

Learn to Say No

Have Organization Be Part of Your Life

Plan for Tomorrow, Today

Case Study

