



Transferable Organizational Skills

Overview

Most people acknowledge the importance of organization, but it can take work to develop the skills and discipline to be organized. Possessing good organizational skills is helpful in the workplace more than ever and can make the difference between keeping and losing a job. Time management is a critical component to being organized and this program focuses on this important skill which people learn in school, their personal lives, and their employment. Viewers will also learn solutions and tips on how to get organized and how to properly schedule and prioritize tasks within the workplace.

Discussion Points

Time management:

- The study habits learned in school, chores performed at home and work from previous employment, all contribute to time management skills developed that can be transferred to the workplace.
- Time management challenges include goal setting, prioritizing, scheduling, and focusing.
- Signs of poor time management include a messy desk, cluttered files, missed appointments, and tardiness at work meetings.

How to get organized:

- Don't procrastinate
- Use tools, such as a day planner or personal digital assistant to help stay on task
- Set goals

Transferable Organizational Skills

Discussion Points & Questions

Meeting deadlines:

- It's important to apply your time management skills when it comes to meeting deadlines.
- Deadlines are important to adhere to, not only for your personal and professional lives, but because other people are often depending on you meeting your deadline so they can meet theirs.

Monitor and reassess:

- Scheduling and prioritizing is important when it comes to setting short and long term goals for yourself.
- To avoid getting overwhelmed when you have a big project, break it down into small and more manageable steps.

Handling distractions:

- Lack of focus can lead to procrastination
- Are you good at handling distractions in your personal life? What techniques do you use and apply them to the workplace.
- Set aside time for emails. Turn off your cellphone. Take breaks and pace yourself.
- Do the most difficult task first.

Pre-Viewing Discussion Questions

1. **How can disorganization affect your everyday life? How does it hinder your abilities in the workplace?**
2. **What are some organizational transferable skills you already possess?**
3. **How do you schedule your daily life to make sure you complete your tasks?**
4. **What are some examples of technology that can help keep you more organized.**
5. **How do you deal with distractions that may keep you from staying on track?**

Post-Viewing Discussion Questions - These can be done as a class or used as a worksheet (see next page).

Transferable Organizational Skills

Discussion Questions

- 1. What are some time management challenges on the job and how can you avoid them?**
- 2. Name some organizational skills that you have learned in your life (school, employment, volunteer work, home) that is helpful for the workplace.**
- 3. What are some signs of poor time management?**
- 4. What are some tips that will help you get organized quickly?**
- 5. When it comes to meeting deadlines, why is planning your schedule backwards a helpful tip?.**
- 6. The three main distractions outlines in the program are emails, co-workers and phone calls. What are some examples on how to deal with these daily distractions to avoid procrastination?**

Transferable Organizational Skills

Group Activity

This activity works well when students are given time to think about their schedule and how they reach goals, but is more effective when shared with the class as a group. Students can fresh ideas from their fellow classmates on how to deal with many of the same issues they each are working through.

Have each student write out a schedule of their day, starting with the time they wake up. Next to each task they will explain how they make sure to achieve each goal.

Examples of some tasks:

<i>Time</i>	<i>Task</i>	<i>How I Achieve This Task</i>
7:30 am	Wake up for work/school	Set two alarms at night
6:00 pm	Serve dinner	Put food in the crockpot before leaving for work

Transferable Organizational Skills **Name** _____

<i>Time</i>	<i>Task</i>	<i>How I Achieve This Task</i>
	Wake up	