

## ORGANISATIONAL SKILLS TRAINING

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**COURSE LENGTH: 1.0 DAYS**

Organising is not just about removing clutter from your work space. Professional organisation includes planning and prioritising as well. The ultimate aim of improving your organisational skills is to improve your productivity and efficiency while reducing any wasteful activities.

The PD Training Organisational Skills Training Course provides effective techniques to help you organise your time and tasks better. Learn key skills such as removing distractions, overcoming procrastination, breaking up tasks, creating deadlines, promising rewards, self-disciplining and more.

This highly valuable and practical training course is now available throughout New Zealand, including Auckland, Wellington and Christchurch.

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## ORGANISATIONAL SKILLS TRAINING COURSE OUTLINE

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### FOREWORD

During this training course, participants develop an understanding and use of examining their habits and routines, prioritising, organising the workspace and put plans in place to stay organised. It also helps to identify and remove obstacles to organisation and productivity such as procrastination.

This extensive training course helps participants to develop essential skills in organising so they are enabled to increase their productivity, and reduce the waste of their time and resources.

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### OUTCOMES

**After completing this course, participants will have learned to:**

- ▶ Remove the clutter
  - ▶ Place everything in its place
  - ▶ Write down priorities
  - ▶ Prioritise tasks
  - ▶ Use 80/20 rule
  - ▶ Use a master calendar
  - ▶ Set realistic deadlines
  - ▶ Remove or limit time wasters
  - ▶ Cope with things outside their control
  - ▶ Use a day planner
  - ▶ Be consistent
  - ▶ Use paper and paperless storage
  - ▶ Organise work area
  - ▶ Fight procrastination
  - ▶ Organise inbox
  - ▶ Use discipline to stay organised
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### MODULES

#### Lesson 1: Getting Started

- ▶ Housekeeping Items
- ▶ Pre-Assignment Review
- ▶ Workshop Objectives
- ▶ The Parking Lot
- ▶ Action Plan

#### Lesson 2: 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

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### Lesson 3: Prioritise

- ▶ Write It Down
- ▶ Urgent/Important Matrix
- ▶ Divide Tasks
- ▶ 80/20 Rule
- ▶ Case Study

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### Lesson 4: Scheduling Your Time

- ▶ Have a Master Calendar
- ▶ Setting Deadlines
- ▶ Remove or Limit the Time Wasters
- ▶ Coping With Things Outside of Your Control
- ▶ Case Study

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### Lesson 5: To Do Lists

- ▶ Use a Day Planner
- ▶ Finish What You Start
- ▶ Focus on the Important
- ▶ Do Quick Tasks Immediately
- ▶ Case Study

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### Lesson 6: Paper and Paperless Storage

- ▶ Find a System that Works for You
- ▶ Make It Consistent
- ▶ Make It Time Sensitive
- ▶ Setting Up Archives
- ▶ Case Study

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### Lesson 7: Organisation in Your Work Area

- ▶ Keeping Items Within Arm's Reach
- ▶ Only Have Current Projects on Your Desk
- ▶ Arranging Your Drawers
- ▶ Organise to Match Your Workflow
- ▶ Case Study

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### Lesson 8: Tools to Fight Procrastination

- ▶ Eat That Frog!
- ▶ Remove Distractions
- ▶ Give Yourself a Reward
- ▶ Break Up Large Tasks
- ▶ Case Study

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### Lesson 9: Organising Your Inbox

- ▶ Setting Delivery Rules
- ▶ Folder and Message Hierarchy
- ▶ Deal With Email Right Away
- ▶ Flag and Highlight Important Items
- ▶ Case Study

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### Lesson 10: Avoid the Causes of Disorganisation

- ▶ Keeping Everything
- ▶ Not Being Consistent
- ▶ Not Following a Schedule
- ▶ Bad Habits
- ▶ Case Study

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### Lesson 11: Discipline is the Key to Stay Organised

- ▶ Stay Within Your Systems
- ▶ Learn to Say No
- ▶ Have Organisation Be Part of Your Life
- ▶ Plan for Tomorrow, Today
- ▶ Case Study

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### Lesson 12: Wrapping Up

- ▶ Words from the Wise
- ▶ Parking Lot
- ▶ Lessons Learned
- ▶ Completion of Action Plans and Evaluations

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## WEB LINKS

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- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)
- ▶ [Public Classes - Enrol Now!](#)