

Organizational skills & competencies



by

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Organizational skills can define as..

*The ability to use
our time, energy, resources, etc.
in an effective way so that
you achieve the things you want
to achieve*

Triangle of Success



Scheduling Organizationising

- *Keeping organized is one of the key ingredients to success*
- *Getting things done in timely.*
- *Maintaining documents when needed to recheck*
- *Having routine daily tasks.*
- *Following schedule to complete work.*
- *Planning out tasks or projects.*
- *Paying attention during tasks.*
- *Recognizing the need to complete something now rather than later – prioritize.*

Self management skills

- *self assessment*
 - *Self reflection*
 - *Self confidence*
 - *Self discipline*
 - *Engagement*
- Adaptability*
 - Responsibility*
 - Time management*
 - Organizing*
 - Career awareness*



Ways to improve organizational skills

- 1. Be proactive*
- 2. Make a list*
- 3. Make a schedule*
- 4. Be an early bird*
- 5. Establish a filing system*
- 6. Make the most of your prime time*
- 7. Minimize interruptions*
- 8. Learn to delegate*
- 9. Organize your workplace*

Work for good productivity

- 1. If you are doing wrong admit it.*
- 2. Start with Baby Steps*
- 3. Develop Some Discipline*
- 4. Get a Diary*
- 5. Use Time Management Tools and Apps*
- 6. Prioritise Tasks*
- 7. Get Rid of Clutter*
- 8. Take Advantage of Idle Time*
- 9. Think about Your Goals*
- 10. Plan Your Days*
- 11. Putting It All Together*

Develop Your Organizational Skills

- 1. Evaluate your present strategies*
- 2. Have self-discipline*
- 3. Learn to know what's number one.*
- 4. Set goals and benefits*
- 5. Aim for quality work*
- 6. Work step by step*
- 7. Use tools*
- 8. Learn to categorize*

Competencies

- 1. Team work*
- 2. Communication*
- 3. Adoptability*
- 4. Reliability*
- 5. Motivation*
- 6. Integrity*
- 7. Decision making*
- 8. Initiative*
- 9. Work standards*
- 10. Problem solving*
- 11. Stress tolerance*
- 12. Creativity*

Thanks for listening

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