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

Skills:
- Goal Setting
- Time management
- Reasoning
- Communication
- Inter-personal Skills

Attitudes:
- Self Motivation
- Self Confidence
- Integrity
- Honesty
- Optimism
- Enthusiasm
- Co-operative
- Commitment

Knowledge:
- Basics, Theories, Information, Facts, Figures,
  Descriptions, Learning, Science etc.
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
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<th>Competencies</th>
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<tr>
<td>1.</td>
<td>Team work</td>
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<td>2.</td>
<td>Communication</td>
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<td>Adoptability</td>
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<td>Reliability</td>
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<td>Stress tolerance</td>
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<td>Creativity</td>
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Thanks for listening
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