

## ORGANISATIONAL SKILLS TRAINING

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**COURSE LENGTH: 1.0 DAYS**

Organizing is not just about removing clutter, but also includes planning and prioritizing. The ultimate aim of improving your organizational skills is to improve your productivity and reduce wasteful activities.

The PD Training Organizational Skills Training Course provides effective techniques to help you organize your time and tasks better 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 in Kuala Lumpur and throughout Malaysia.

For onsite training at your location, please click on the Group Training Quote button, or contact us today for a free personalized quote!

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## ORGANISATIONAL SKILLS TRAINING COURSE OUTLINE

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### FOREWORD

During this training course in Malaysia, participants develop an understanding and use of examining their habits and routines, prioritizing, organizing the workspace, and make plans to stay organized. It also helps to identify and remove obstacles to organization and productivity such as procrastination.

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

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### OUTCOMES

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

- ▶ Remove the clutter
  - ▶ Prioritize tasks
  - ▶ Use 80/20 rule
  - ▶ Set realistic deadlines
  - ▶ Remove or limit time wasters
  - ▶ Cope with things outside their control
  - ▶ Use a day planner
  - ▶ Use paper and paperless storage
  - ▶ Organize work area
  - ▶ Fight procrastination
  - ▶ Organize inbox
  - ▶ Use discipline to stay organized
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### MODULES

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#### Lesson 1: Getting Started

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

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#### 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](#)