

attention to detail



Session – 1.1



What is Attention to Detail?

To pay attention means to focus on an action or thing. In business aspect, attention to detail definition includes the ability to concentrate on a task.

Why paying attention to detail is so important?



The answer is simple. Because people who have this ability perform better at their jobs than those who do not. Detail-oriented strengths give you the ability to work better, to be more effective and to minimize the risk of errors. Companies value and require these strengths, that's why many people include attention to detail capacity on their resumes, CV and job applications.



Attention to detail - Behavioural indicators

1. Provides accurate, consistent numbers on all paperwork.
2. Provides information on a timely basis and in a usable form to others who need to act on it.
3. Maintains a checklist, schedule, calendar, etc., to ensure that small details are not overlooked.
4. Carefully monitors the details and quality of own and others' work.
5. Expresses concern that things be done right, thoroughly, or precisely.
6. Takes necessary actions to produce work that requires little or no checking.



Attention to Detail - Skills



What are Organization Skills?

Organizational skills are a set of abilities that allow you to **plan, prioritize, and to set and achieve your goals**.

The main aim of these skills is to save your time and help your personal and business activities proceed smoothly and effectively.

Why are they so important?

There will be always a deficiency of time! And this is not only your problem but for every company and business organization.

So, **improving and maintaining good organizational skills** are crucial milestones everywhere and for everyone – from an employee to managers, leaders, and CEO of the company.

No matter who you are, you have dreams, goals, and targets that you want to accomplish in your life. However, achieving these goals is tough. And sometimes you realize that the day has passed and you did nothing.



TYPES OF ORGANIZATIONAL SKILLS EMPLOYERS SEEK



PHYSICAL ORGANIZATION

- Administrative
- Creative Thinking
- Effectiveness
- Productivity



PLANNING

- Analyzing Issues
- Decision Making
- Project Management
- Strategic Planning

TEAMWORK

- Collaboration
- Delegation
- Goal Setting
- Group Leadership



Organization Skills improvement

1. **Clear space on your work area / Eliminate the clutter:** In order to improve your task management you need a peaceful, clean space where you can organize your tasks. File your papers and decide on your next plan of action.
2. **Automate as many task as possible:** Set up automatic bill pay. Get a simple calendar program and set up reminders for any upcoming appointments. Set up to do list.
3. **Create a structured schedule:** Create a work schedule where you are doing the hardest tasks during a time of day when you are least tired.
4. **Delegate and ask for help where possible:** Don't be afraid to let go of a little control to regain order in your life.
5. **Apply the 3 "D's" in handling every piece of correspondence:** Deal with it. Delegate it. Destroy it.



Time Management skills

These are abilities that allow you to plan how much time you spend on particular activities. The purpose is to get more done work in less time.

Set of Skills you need to master Time Management:

Goal-setting

Decision-making

Self-awareness

Focus

Prioritization

Communication

Planning

Organization

Stress management

Patience

- The main reason for managing time is to provide structure and balance among all of the things you need and want to do.
- Managing time provides a road map to accomplish academic and personal goals.
- College requires that students learn new and different time management skills from high school.



7 Steps to Goal Setting

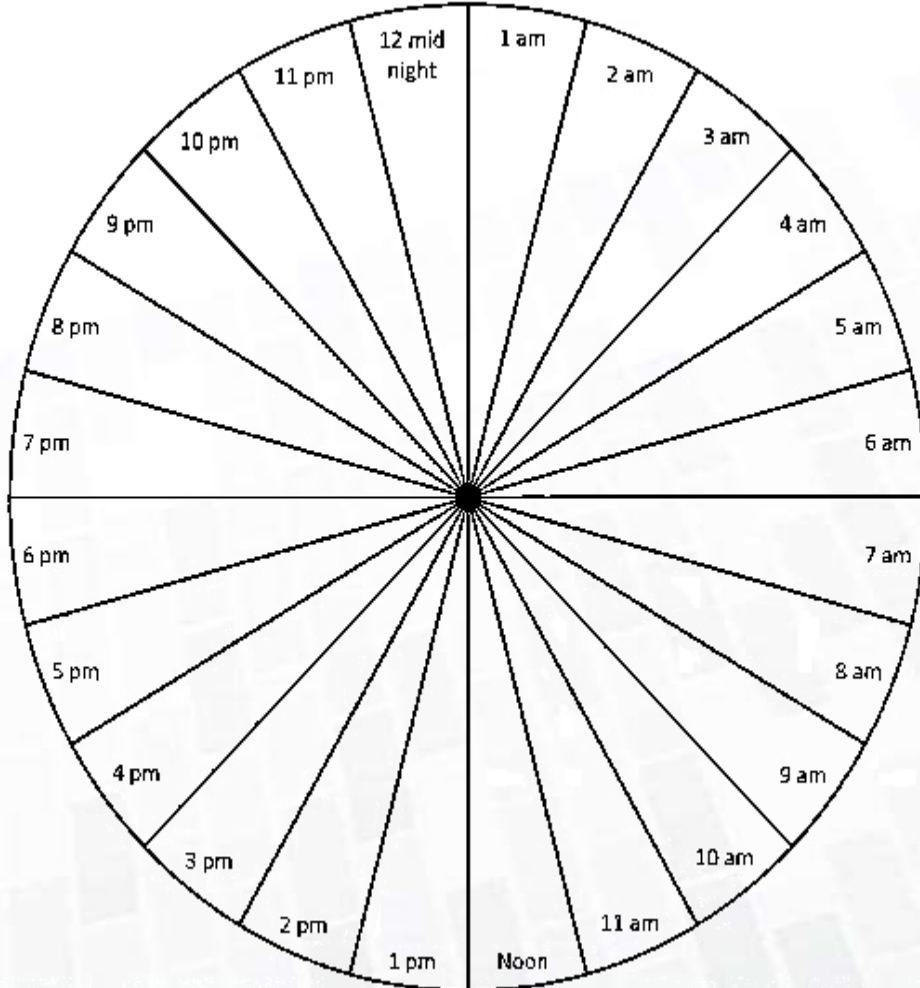


1. Identify your goal by writing it down
2. Set a deadline for the achievement. Put a date on it.
3. List the obstacles to overcome in accomplishing your goal.
4. Identify the people and groups you need to work with to reach your goal.
5. List the skills and knowledge required to reach your goal. What do you need to know?
6. Develop a plan of action to reach your goal.
7. Write down the benefits of achieving your goal. ("What is in it for me?")

Ensure your Goal settings are:



List out your current activities



- Sleep
- Shower
- Dressing/grooming
- Meal prep / Eat
- Shopping
- Driving
- Child care
- Work
- Exercise
- Hobbies – read, TV, walk



Tips and rules for truly effective goal settings:

- **Set specific goals** – you must define exactly what you want to achieve. Be as much specific as you can. The goal must be clear, not generalized. Generalized goals can confuse you.
- **Set measurable goals** – it refers to the ability to quantify the results. When you measure your goals, you stay on track. Include dates, mathematical values, prices, and other possible things that measure. An example of a measurable goal: to increase your sales by 10% in 6 months.
- **Set realistic goals.** I am sure you want to achieve so many things....However, a huge part of them is just dreams. Make sure your goals are achievable. If they aren't, it will demotivate you.
- **Set time-bound.** It is about setting deadlines. When do you have to accomplish the goal? This is a core question for effective organizational skills.

- **Write your goals down.** Germans have an old saying "Was man schreibt, bleibt" meaning "What is written down, stays." Writing down is a powerful way to state your intentions and to make goals more realistic.
- **Try to keep your goals in a few number.** There is a limit. You are not able to handle a huge number of goals and tasks.
- **Set reminders for your goals** – this will provide them with your regular attention.
- **Break large goals into smaller goals.** To achieve a big goal require doing some smaller tasks first. So, break your large tasks into smaller ones.



Prioritization

“What is important is seldom urgent
 and what is urgent is seldom important.”
 - President Dwight D. Eisenhower

	Urgent	Not Urgent
Important	<p>DO Do it now.</p> <p>Examples:</p> <ul style="list-style-type: none"> - Write article for today - Answer certain emails - Meet with business mentor 	<p>DECIDE Schedule a time to do it.</p> <p>Examples:</p> <ul style="list-style-type: none"> - Exercise - Research articles - Call Derek
Not Important	<p>DELEGATE Who can do it for you?</p> <p>Examples:</p> <ul style="list-style-type: none"> - Scheduling interviews - Book flights - Answer every email 	<p>DELETE Eliminate it.</p> <p>Examples:</p> <ul style="list-style-type: none"> - Watching TV - Checking social media - Sorting through junk mail



Tips to improve your prioritization skills:

- **Assess the value of each task.** Achieving some goals will provide more benefit than others. What brings the highest value to your work or business? You should decide these things.
- **Define urgent vs. important tasks.** There are tasks that require instant actions. It includes operations that, if not completed by the end of coming hours, will have significant negative results (such as skipped client deadlines). Check to see if there are such tasks because they are a high priority.
- **Estimate an effort for each task.** Here you have to answer the question “Which tasks need the most effort?” Another important point here is who have to make these efforts? Only you or other team members and co-workers. Also, It might be very helpful to set levels like Difficult, Moderate, and Easy to estimate the amount of the efforts.

- **Consider the consequences.** If you have several tasks that are important you wondering how to prioritize, think about the consequences of not finished the work or not meeting the estimated deadlines. There will be varied consequences from one goal to another.
- **Be flexible.** It is about the ability to deal with changing priorities. You have to be prepared to change and adapt things according to the situation requirements.
- **Know when to cut the time.** When an activity is very important, it's so easy to spend too much time and efforts on it. This, however, stops you from getting other things done. Learn to protect yourself from losing in the time.



Scheduling **Note:** Before setting up a schedule consider the time limits. Daily schedule, monthly schedule, weekly schedule or the three options together?

TIME MANAGEMENT – WEEKLY SCHEDULE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	WEEKEND
7 AM - 10 AM	Exercise Breakfast Winnie Time	Exercise Breakfast Winnie Time	Exercise Breakfast Winnie Time	Exercise Breakfast Winnie Time	Exercise Breakfast Winnie Time	Exercise Breakfast Winnie Time
10 AM - 12 PM	Work	Work	Work	Work	Work	(Additional Work)
12 PM - 1 PM	Lunch	Lunch	Lunch	Lunch	Lunch	Home Projects
1 PM - 4 PM	Work	Work	Work	Work	Work	
4 PM - 6 PM	Therapy	Work	Acupuncture	Work	Yoga	
6 PM - 10 PM	Dinner Pack Time Me Time	Dinner Pack Time Me Time	Dinner Pack Time Me Time	Dinner Pack Time Me Time	Dinner Pack Time Me Time	Dinner Pack Time Me Time

Calendar	Afternoon & Evenings
<ul style="list-style-type: none"> • More time for experiential learning • More three-day weekends • Semesters • Length of Thanksgiving break 	<ul style="list-style-type: none"> • Athletics • Music • Community Service • Designated time for clubs • Faculty meeting time
Rules & Regulations	Academic Time Allocation
<ul style="list-style-type: none"> • Lights out for all grades • Coordinating assessments • Homework/prep concerns • Limiting club participation 	<ul style="list-style-type: none"> • Later start time • Rotating class periods • “Block” scheduling • Evening classes • Conference • Fieldtrips

Your thoughts on what we should explore further?



Proven steps for creating effective work schedules:

- **Identify the schedule activities.** Take the activities you should do for a particular period of time and turn them into schedule activities. For example, if your work activity is “write a new post,” your schedule activities might involve “finding sources of information”, “making a list of the points that the post should cover,” and etc.
- **Define the sequence the activities.** It means setting them in the order in which they have to be done. If we use the above example, perhaps we need to find the sources of information first, then reading the sources, then define the main points and etc. In some situations, two or more activities can be done together.
- **Define the resources needed for each activity.** It includes defining what resources will be needed to finish each activity.
- **Estimating the deadline of each activity.** It means to define how long it will take to do each activity. Here you can use different methods to estimate the exact time needed for complete the tasks. For examples, you can ask other experts who are familiar with the activity duration, you can use your experience with the same activity, you can look at the similar activities at your company and etc.
- **Controlling your schedule.** In this step, you have to make sure that your work goes in synchrony with the schedule plan.



Benefits of Delegation:

Being able to delegate not only allows you to free yourself but will improve your own performance and results.

- **Manager / Supervisor Benefits**

- Reduced stress
- Improved time management
- Increased trust

- **Employee Benefits**

- Professional knowledge and skill development
- Elevated self-esteem and confidence
- Sense of achievement

- **Organizational Benefits**

- Increased teamwork
- Increased productivity and efficiency



Delegating Skills

Knowing When to Delegate

Delegating can be especially helpful in the following situations:

- When the task offers valuable training to an employee
- When an employee has more knowledge or experience related to the task than you
- When the task is recurring and all employees should be prepared or trained
- When the task is of low priority and you have high priority tasks that require your immediate attention

1.

"Do as you are told!"

Stick to my instructions exactly! I have already researched, considered, and decided everything for you!

2.

"Learn the ropes!"

Consider the issue at hand, come up with options, and consult with me!

3.

"Develop a proposal"

Consider the issue at hand, develop solutions, and prepare a proposal!

4.

"Decide and report back"

Make a decision and tell me later what you have done!

5.

"Decide on your own"

Decide what you think is best!

Trust



Delegation Do's & Don'ts

DO



Update your team constantly on your key priorities so they know what's most important.

Clarify your expectations by specifying how much time and effort you want people to invest.

Give your team members the support they need to leverage you better.

Tell your team when you're just brainstorming so they'll know whether to take action.

Be patient. Let others learn and grow.

Be clear about your team's level of authority.



DON'T

Expect people to read your mind.

Be guilty of giving "drive-by delegations."

Underestimate the time it takes to do things—not everything can be done as quickly as you might think.

Micromanage.

Delegate your Unique Ability® activities.

Underestimate your team's capabilities.



Delegation Checklist

☐ Preparation Phase

- ☐ Determine the goal of delegation.
- ☐ Define what powers are due to be delegated and why.
- ☐ Decide to whom the task will be delegated.
- ☐ Delegate according to the person's ability and skill level.
- ☐ Notify the employee of future delegation beforehand.

☐ Planning Phase

- ☐ Explain the reasons for delegating to this person.
- ☐ Describe the project clearly , including how the project fits into the larger scheme of things.
- ☐ Ask the employee to prepare a plan of how to accomplish the job.
- ☐ Establish a meeting time to discuss the employee's ideas.
- ☐ Arrange for the meeting to take place in a nonthreatening location.

☐ Discussion Phase

- ☐ Have a conversation with the employee and review the project objectives.
- ☐ Precisely explain the employee his new duties and rights.
- ☐ Explain what the results should look like.
- ☐ Discuss ideas on how he or she plans to proceed.
- ☐ Listen to the employees questions and requests.
- ☐ Specify the resources that will be made available
- ☐ Tell the employee how much authority he/she will have.
- ☐ Discuss how much follow-up to expect.
- ☐ Emphasize the employee's responsibility for the outcomes.
- ☐ Make written confirmation in which terms and responsibilities are determined.
- ☐ Provide the employee with all necessary documents.
- ☐ Prepare the form of delegation.

☐ Audit Phase

- ☐ Make it clear to others what had been delegated and the authority the person has.
- ☐ Agree to progress checks.
- ☐ Check progress at agreed-upon intervals.
- ☐ Provide support if required.
- ☐ Give feedback, both motivational and developmental.



How to improve our delegation skills:

- Decide what to delegate and what not to.** Here you have to answer the question “What should you delegate?” And the answer is not: as much as you can. Might be there are tasks that involve highly confidential information and only you have to do it.
- Clarify what are the desired results.** Tell the people to whom you are delegating clearly what have to be done and why it’s important. This is a crucial moment. Without a clear understanding of the desired result, they can achieve something completely different.
- Clearly set boundaries.** This means to explain to people where are the lines of authority and responsibility. Explain to the people whether they have to wait for your instructions or to make their own decisions.

- Inform about consequences.** Tell the people what would be the consequences of both successful and unsuccessful outcomes. Make sure that people understand the importance of the tasks that are delegated to them and how successful results help you, your clients, managers and etc.
- Provide the right tools.** You need to give (explain where to find) people you delegate to the resources to achieve their tasks and goals. You should listen to people suggestions and ideas. Make sure people know that your door is open if they have problems.
- Build motivation.** Try to motivate the people. Clarify how success will bring financial rewards, different opportunities, and other desirable results. Provide recognition to people who deserve it.



attention to detail



Session 1.2



Decision making

Decision making is a whole science with a decisive role in strong organizational skills and competencies. To solve difficult problems, you definitely need to make difficult decisions. You need to be good at decision making. Why do people fail? Mostly because they make poor choices and bad decisions. So, decision making is a key ability for any area of your personal and business life.

In the field of organizational skills, there are some common decisions you have to take such as:

- Which task to do?
- Which tasks to delegate?
- Which goals are very important and which are not?
- Which goals are real and which are not?
- Which meetings to attend?
- Which resources do you need?
- What is the sequence the activities and tasks?
- What is the deadline for each task? and etc.

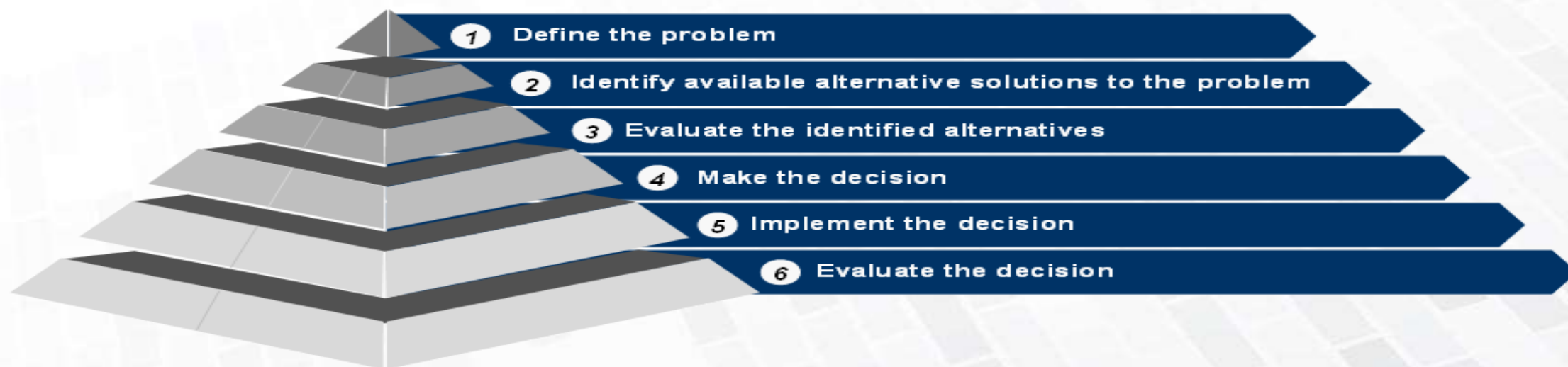


Ethical Decision Making is a process of evaluating and choosing among alternatives in a manner consistent with ethical principles

Ethical Decision Making – Overview

This Ethical Decision Making Model provides a suggested mechanism for critical thinking and planning for the resolution of ethical dilemmas. It is a tool that organizations use to develop the people's ability to think through an ethical dilemma and arrive at an ethical decision.

The Ethical Decision Making Model uses a 6-step Decision Making Process that synthesizes the Decision Making Models used in existing training.



The 6-Step PLUS Decision Making Model is descriptive of how people intuitively make decisions and makes the steps explicit.



Helpful steps and techniques for improving your decision-making skills:

- **Define the purpose of your decision.** Why should be solved? Why should be done?
- **Gather information.** For every decision you need information. Decide the possible sources of information.
- **List different possible solutions.** Find out ideas for possible solutions. Use idea generating techniques such as brainstorming.
- **Identify the criteria to evaluate the alternatives.** Evaluate the costs, the benefits, the disadvantages, associated with each alternative. What are the consequences of each choice?
- **Determine the best alternative.** This is easier after you done the above steps.
- Implement the chosen option.
- Evaluate the outcome of your decision.



Focus

No matter what you do, there are many other things that require your attention.

So many distractions, notifications and issues....everyday and everywhere. You have a lot on your plate!

Actually, people brain is not programmed to deal with the huge number of constantly appearing situations and other things to do.

However, they are still there and you need to resolve all of them at some points. And here, your ability to focus can help.

In fact, the more focused you are the more chances to resolve the problem faster and efficiently.

As an every people skill in this world, the ability to focus can be developed.



Focus

A simple
conversation
guide :

CONNECT

CONTEXT

Be clear about
the situation.

- Ask first.
- Share your intention.
- Provide clarity on your topic.
- Describe the situation or circumstances; be specific.

ONE THING

Focus on the most
important thing
you want to discuss.

- Focus feedback on one bite (i.e., one thing).
- Home in on what's most important.
- Avoid the "pile-on."
- Don't serve up a sh-t sandwich.

NOTICE

Factually describe
what you observed.

- Provide clear details as you describe the specific behaviors or situation you observed or participated in.
- Notice without attributing motive or judgement; blame or shame.

G.R.I.T.

Avoid Gossip, Rumor,
Inuendo,
or Triangulation.

- Speak to what you know. No evaluation. No assumptions.
- Assume best intentions.

EFFECT

Share the
resulting impact.

- Describe the effect or impact on both the Receiver and others (you, peers, company, customers).
- Share your thoughts and emotions.
- Describe the future behavior or situation without demanding or demeaning.

CONVERSATION

Talk, test, explore, learn,
and plan together.

- Talk face to face. Sit down together or, at minimum, video chat.
- Shift from knower to learner.
- Listen to and strive to understand each other's point of view.
- Ask questions that expand the conversation.
- Don't rush to act.

TRUST

Deepen bonds and
expand relationships.

- Keep the connection going by planning your next conversation.
- Co-create next steps and agree to a commitment.
- Recognize that with each positive connection you're strengthening the relationship.
- Trusted feedback gets easier and more natural with time and practice.



Tips for improving your ability to focus:

- Cut multitasking.** Multitasking is a NOT a good way to achieve goals more quickly! Multitasking is harmful to your concentration. Do one thing at a time. Simple. Multitasking is not only unproductive but it stresses your body and brain.
- Turn off email and notifications** (and other things that interrupt you). This is crucial especially when you need to concentrate on very important tasks. The fact that someone sends you email or call you, doesn't mean it's more serious. Those things can wait for you to finish your task.
- If it possible, **move to a more quiet place** where it's harder to find you. It might be a meeting room or a free conference hall.
- Stay motivated.** This is one of the greatest techniques. Each task should have some motives, some drivers. Write down why you're motivated to accomplish your task and look down at this reason several times until you finish it.

- If it possible, **done your 'hardest' task first.** Sometimes knowing that you have something very hard to do, can distract you during resolving smaller issues. In addition to that, it'll give you a positive feeling that focusing on smaller tasks will seem much easier.
- Go outside for a break.** After a small break, you will be much more productive and concentrated. Take a fresh air. Give yourself a mental break and chance to recuperate.
- Get plenty of sleep.** Sleep fills our bodies with a lot of energy and gives us the ability to do better our work.
- Maintain a healthy and balanced diet.**



Self-Motivation

Empowering Emotions that Guide You Towards Your Goals

Three Self-Motivational Competencies of Outstanding Performers

Self-Motivation Techniques

1. Set a target
2. Visualize the desired outcome
3. Set milestones
4. Use visual indicators



The Elements of Self-Motivation

1. Personal drive to achieve

You could think of a personal drive to achieve as ambition, or perhaps personal empowerment. However, it is also worth thinking about it in terms of mind-set.

There are two types of mind-set, fixed and growth.

- Those with a **fixed mind-set** believe that talent is ingrained, and that we cannot change our level of ability.
- Those with a **growth mind-set** believe that they can improve their skills through hard work and effort.

Research shows that those who believe that they can improve—that is, who have a **growth mind-set**—are far more likely to achieve in whatever sphere they choose. A growth mind-set is therefore an important element in a personal drive to succeed.



2. Commitment to goals

There is considerable evidence, even if much of it is anecdotal, that goal-setting is important to our general well-being.

“

If you want to live a happy life, tie it to a goal, not to people or things.

Albert Einstein

You should set goals beyond your reach so you always have something to live for.

Ted Turner

The greater danger for most of us isn't that our aim is too high and we miss it, but that it is too low and we reach it.

Michelangelo

”

It certainly makes sense that ‘*if you aim at nothing, it is easy to achieve it*’, and that most of us need something in our lives to aim towards. Having an awareness of where you wish to be, and an understanding of how you plan to get there, is a vital part of staying motivated.



3. Initiative

Initiative is, effectively, the ability to take advantage of opportunities when they occur.

It is all too easy to hesitate, and then the opportunity may be gone. However, the old sayings '*look before you leap*' and '*fools rush in where angels fear to tread*' have a lot of truth in them. It is also important to think things through and ensure that you are making the right decision for you.

Initiative can therefore be considered as a combination of courage and good risk management:

- **Risk management** is necessary to ensure that you identify the **right opportunities** to consider, and that they have **the appropriate level of risk** for you; and
- **Courage** is necessary to **overcome the fear of the unknown** inherent in new opportunities.



4. Optimism or resilience

Optimism is the ability to look on the bright side, or think positively. Resilience is the ability to 'bounce back' after a setback, or keep positive in the face of challenges. The two are closely related, although not exactly the same.

Resilient people use their ability to think as a way to manage negative emotional responses to events. In other words, they use positive or rational thinking to examine, and if necessary, overcome reactions that they understand may not be entirely logical. They are also prepared to ask for help if necessary—as well as to offer their own help generously to others in need.



Types of Motivators: Intrinsic and Extrinsic Motivators

In thinking about self-motivation, it is helpful to understand what motivates you to do things.

There are two main types of motivators: 'intrinsic' and 'extrinsic'.

In their simplest form you can think about these two types of motivation as:

- **Intrinsic** = related to what we **want** to do.
- **Extrinsic** = related to what we **have** to do.

A more detailed definition is:

• **Intrinsic:** To perform an action or task based on the expected or perceived satisfaction of performing the action or task. Intrinsic motivators include having fun, being interested and personal challenge.

• **Extrinsic:** To perform an action or task in order to attain some sort of external reward, including money, power and good marks or grades.

Different people are motivated by different things and at different times in their lives. The same task may have more intrinsic motivators at certain times and more extrinsic motivators at others, and most tasks have a combination of the two types of motivation.



Example

- John works because he has to pay his mortgage and feed himself and his family. He gets no satisfaction from his job and there is no chance of promotion. John's motivators are purely extrinsic.
- Sally works because she loves what she does, she gets enormous satisfaction and self-fulfilment from her work. Sally has enough money put away that she does not need to work, she owns her house outright and can afford to buy what she wants when she wants it. Sally's motivators are purely intrinsic.

Clearly Sally and John are at different ends of the self-motivation spectrum. Most people, however, fall somewhere in the middle.

Most people do have to work in order to earn money, but at the same time they also find their day-to-day work life rewarding or satisfying in other intrinsic ways—job satisfaction and the chance to socialise with colleagues, for example.

We all have a tendency to work better when we love what we are doing.

It's easier to get out of bed in the morning, we are happier in our work, and happier in general.

Research shows that this is particularly important when we're under stress. It's much easier to cope with stress and long hours if we generally enjoy the work. Intrinsic motivators therefore plays a big part in self-motivation for most of us.



The Importance of Obligation

Obligation motivators are not strictly either intrinsic or extrinsic but can still be very powerful. Obligation comes from our personal ethics and sense of duty, what is right and what is wrong.

Goodness Acts as a Compass

If Aristotle's virtues generally are a guide or map for how to live, 'goodness' is the compass that enables us to read the map the right way up, and work out which way to go.

There's nothing new about this idea; people have been talking about a 'moral compass' for years. The key is to develop your sense of goodness so that it guides you in the right direction.

You may feel obliged to go to a party because you were invited by somebody you know – there will be no obvious extrinsic or intrinsic benefit to you attending but you may worry that you will offend or upset your friend if you don't go. You are more likely to enjoy the party, however, if you go with a positive and open attitude, expecting it to be fun. This adds an intrinsic motivator: fun and enjoyment.



Tips and ideas to stay motivated:

- Remind yourself of your goals.** If you stop thinking of your goals, then you may be less motivate.
- Set ways to track your progress.** If you see that you are on the right way and achieve a good progress, you might be motivated that you are getting close to completing your goals. On the other hand, seeing that you have no the expected progress, can boost your motivation.
- Read stories about successful people.** Successful people have a lot to show and to teach you. Most of them are very familiar with the art of staying motivated.
- Seek for constant feedback.** Ask your colleagues or managers what you need to improve in your work. Knowing that there are some things to improve can be a good motive to develop your abilities.

- Never stop searching opportunities.** When you know there are so many opportunities for you, it makes you wish to achieve them. It makes you more active and productive. Actually, this technique works best for me.
- Don't be afraid to make mistakes.** Making mistakes demotivates many people. Don't be one of them. It is normal to make mistakes.
- Know yourself.** Find out when your motivation goes down and when it rise up. Once you know this, you can work around and develop.
- Communicate more with highly motivated and successful people.** Seeing others achieving their goals will motivate you to do the same.
- Stay positive.** Negativism will only make you see the bad things. Choose to be happy. Happy people are more easily motivated.
- Read quotes.** You know how motivational they can be.



Physical organizational skills

If you are at your desk now and someone asks you to give him your pen, are you able to grab it in a matter of seconds? Or you have to clean your desk during trying to find it. You can find right away what you are searching for at your desk. If not, you really spend your time on unnecessary things.

Effective organizational skills include keeping clean and neat your workspace – whether that's your desk, car, or desktop. The mess all over your desk eats your time. You can spend a half of an hour just searching for something.

In addition to that, you can lose important things.

Here are examples of strong physical organizational skills, you need:

- Keeping clean your workspace
- Putting back items in their places after use
- Creating physical solutions and strategies for facilitating workflow
- Record keeping
- Resource management
- Responsibility for office materials and equipment and etc.

Physical organizational skills are necessary for success. No matter what your job position and responsibilities are, you must develop these abilities because they allow you to perform efficiently.



Communication Skills

The ability to communicate effectively is considered as today's most important skill.

And communication skills take an important place in your strong organizational skills too!

Why?

Because you work with other people on a daily basis. Your schedule depends on their schedules, you delegate task to them or they delegate to you, you need their help and they need yours.

All of these means communications. You need the ability to explain clearly and the ability to listen carefully and many other abilities.

Communication skills is an enormous topic and incredible science.



The most important communication skills you need to master your organizational skills:

- Listening skills
- Nonverbal Communication
- Friendliness
- Clarity and Concision
- Confidence
- Open-mindedness
- Positive
- Patience



Analytical Thinking

Analytical thinking skills are those skills that allow you to gather and analyse information, to look at something through different points of view and to solve problems. Analytical skills help you to be more focus, more concentrate and to make better decisions with the help of decision-making tools.

Observation Skills

Observation skills are an important part of attention to detail skills too. Observation abilities can help you to pay attention to what's important at that moment. Some people are very observant by nature, other do not.

There are many easy **ways and tools to improve** your keen sense of observation such as: going for a walk and observing everything occurring all around you; asking questions to people or in your mind.

Active Listening Skills

Active listening skills require fully concentrating on what is being said. Your full attention and all senses are involved in the conversation.

Active listening involves much more than just listening with your ears. It involves care and understanding.

Good active listening skills include: eye contact, avoiding distractions, body gestures, giving feedback and more.

