

Workshop: Organisation & Planning Skills

Part 1:



Introduction to Organisation & Planning

----- *Short Break* -----

Part 2:

Organisation of Multiple Tasks



----- *Short Break* -----

Part 3:

Problem Solving & Managing Overwhelming Tasks

----- *End of Workshop* -----

1. Will I use this system on a daily basis?
2. Should I put all tasks that need to be completed on my task list and appointments on my calendar?
3. Have I identified a consistent time and place for looking at the calendar and task list?

Which tasks rating indicate **HIGHEST** importance?

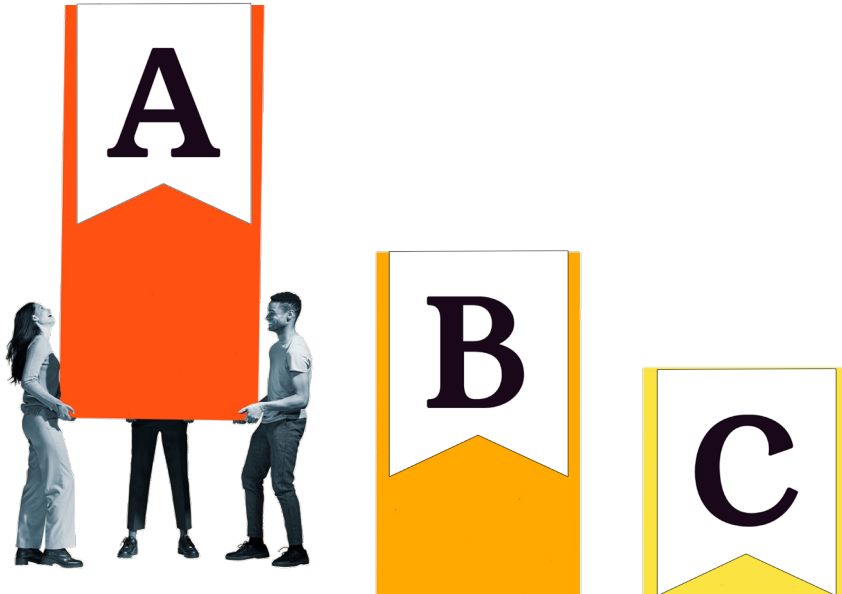
A

Which tasks rating indicate **LOWER** importance?

B

Which tasks rating indicate **LOWEST** importance?

C





3

Problem Solving & Managing Overwhelming Tasks

Strategies to help you resolve a problem or when the possibility of numerous solutions becomes overwhelming





What was Ross trying to do?

What problem did he face?

How did he try to resolve his problem? Did it work?

Problem Solving Strategies

Learn to recognise when:



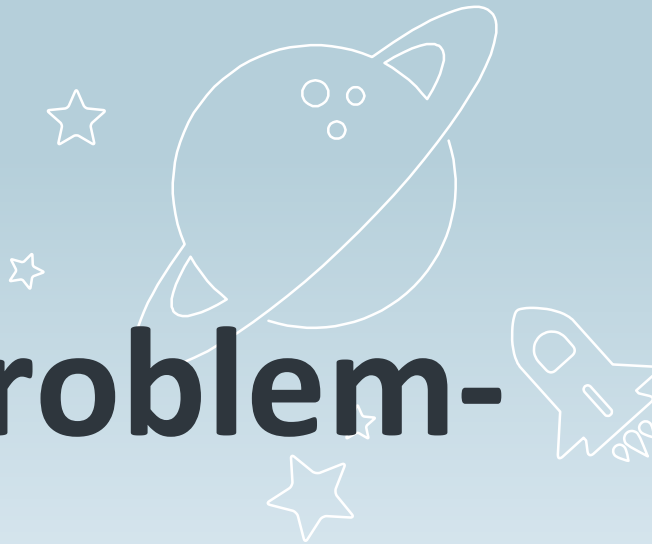
**You face difficulty
completing a task**



**You become overwhelmed & cannot
figure out exactly where to start**

5 Steps in Problem-Solving

Problem Solving Strategies: Selecting an Action Plan



Selecting an **Action Plan** involves 5 Steps:

1. Articulate the problem.



2. List all possible solutions.



3. List the pros and cons of each solution.



4. Rate each solution.



5. Implement the best option.

1. Articulate the problem.

- Try to describe the problem in as few words as possible i.e. one or two sentences at the most.

e.g.

“I cannot decide whether I should quit my job”

“I cannot decide what colour to paint my house.”

2. List all possible solutions.

- Figure out all of the different solutions;

regardless of how realistic they are, what the consequences may be, or whether or not they sound outrageous.

3. List the pros and cons of each solution.

- Realistically appraise each solution.
- Figure out what you think would happen if you picked that solution.
- List the pros (advantages) and cons (disadvantages) of each solution.

4. Rate each solution.

- Rate the pros and cons of the solution on a scale from 1 to 10, with 1 being a terrible solution and 10 being a great solution.
- Try to be as objective as possible, but include the relative difficulty it would take to carry out this solution.

5. Implement the best option.

- Now that you have rated each option on a scale of 1 to 10, review each rating.
- Look at the one that is rated the highest.
- Determine if this is really the solution that you would like to pick.

Handout 1

1) List all of the possible solutions that you can think of for resolving the problem listed above.

- List solutions even if you think they don't make sense, or you don't think you would do them. The point is to come up with AS MANY solutions AS POSSIBLE.
- Make sure that continuing what you are doing now (e.g., avoiding, or doing nothing, if that is the case) is one of the possible solutions.
- List the pros and cons of each solution.
- After listing the pros and cons of each, give a rating to each solution on a 1–10 scale, with 1 being the worst and 10 being the best, based on your assessment of the pros and cons of each solution.
- Use additional copies of this sheet as needed (even if it's for the same problem).

[illegible]

Learning Checkpoint #1

In pairs, apply the 5 steps to help Ross.



Breaking Down Large Tasks into Manageable Steps

The background of the slide features a low-angle, upward-looking view of a modern skyscraper with a glass facade. Overlaid on this image are several white line-art icons: a rocket ship in the upper right, several five-pointed stars scattered across the upper half, and a cluster of interlocking puzzle pieces in the lower right. The main title text is centered over the image.



1. Choose a difficult or complex task from your task list

- or the solution that you identified as the best option (from your action plan)

2. List the steps that you must complete.

- You can do this using small notecards/plain paper/type the steps into your phone, tablet or computer.
- Ask questions like: “What is the first thing that I would need to do to make this happen?”

3. Make sure that each step is manageable

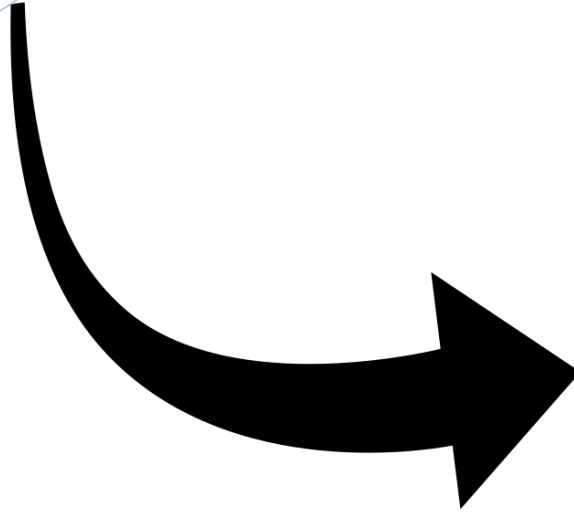
- Ask yourself:

“Is this something that I could realistically complete in one day?”

“Is this something that I would want to put off doing?”



4. Add each individual step to the master list.

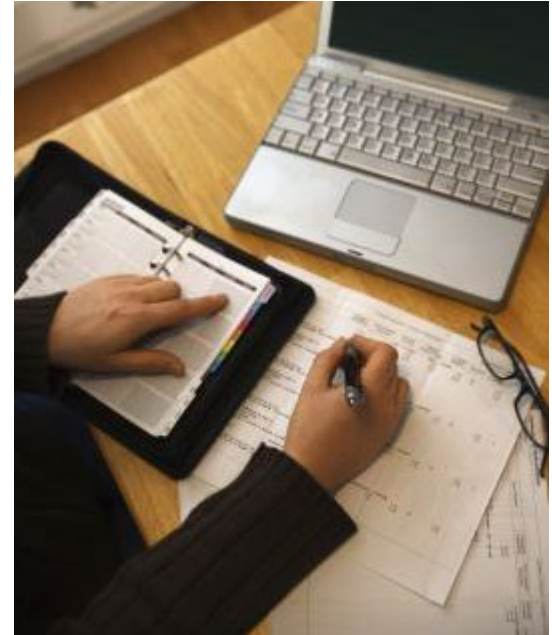


5. Individual steps can be moved to the daily task lists one at a time as needed

- Transfer the step/steps that you are hoping to complete on a particular day on the daily list.



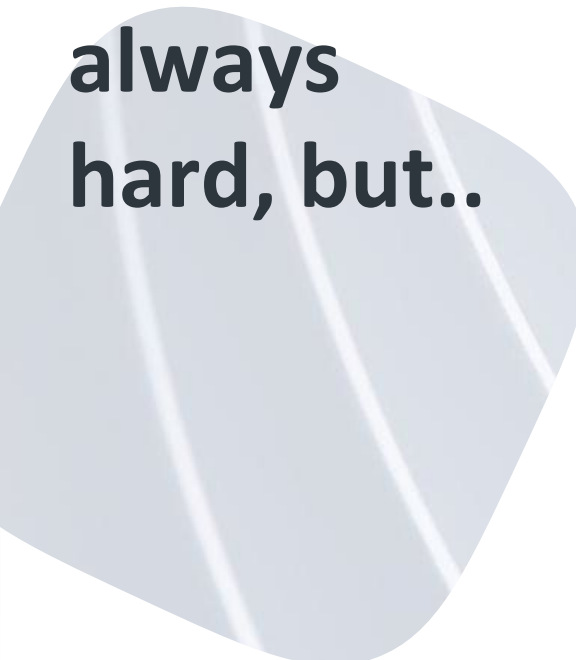
6. Individual tasks can be placed on your calendar in specific time slots if you find this helpful.



“I simply don’t have time to think through every problem.”

Potential Barriers

“I prefer to do the easier tasks first, it’s more convenient”



**Change is
always
hard, but..**

- It is important to remember that learning any new skill takes practice until you feel comfortable with them.
- You may not be used to coming up with solutions to your problems on your own, focus on one step at a time in order to make progress.

Learning Checkpoint #2

What would you do differently after today?

Share 2 - 3 key take-aways from Part 3.

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Thank You!