

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?

“

- Having a good calendar and task list system is **NECESSARY,**
- but **not sufficient** to getting organized.



2

Organisation of Multiple Tasks

Strategies to help you prioritise
important tasks





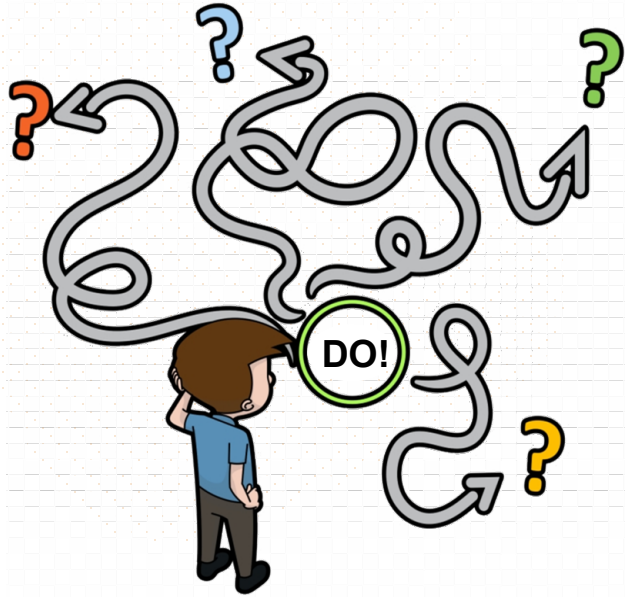
What event was Monica organising?

Did she come up with a system?

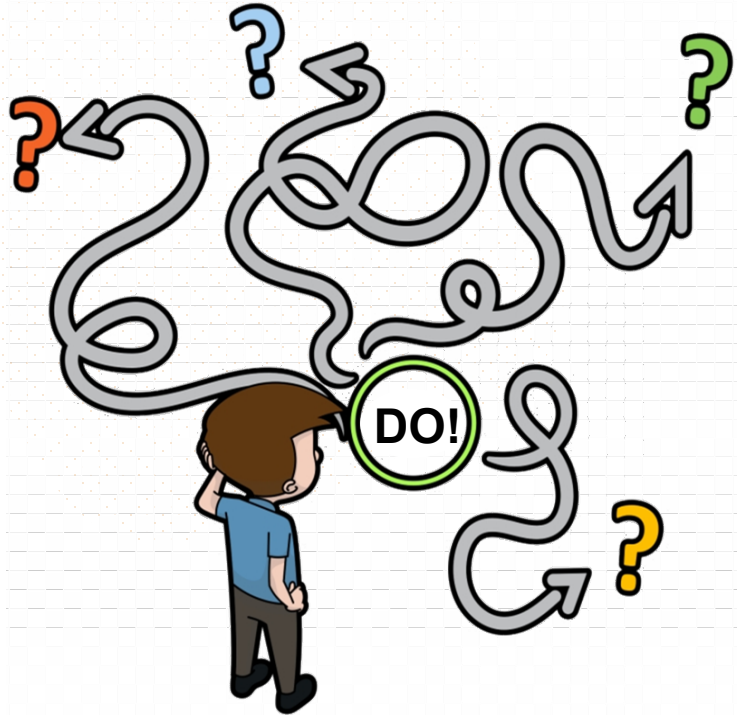
How did she organise all the tasks?

Learning Checkpoint #1

When faced with managing multiple tasks at one time, how do you decide which task is the most important?



Managing Multiple Tasks



- When looking at the task list & calendar, you may have noticed that we often need to manage multiple tasks at one time.
- Sometimes, it can become difficult to decide which task is most important.

Prioritising

Rating your tasks by level of importance





Prioritising

- ✓ Can be used on the master task list

To indicate which items should be moved to the daily task list (because they are important and need to be attended to right away)

- ✓ Can also be used within the daily list

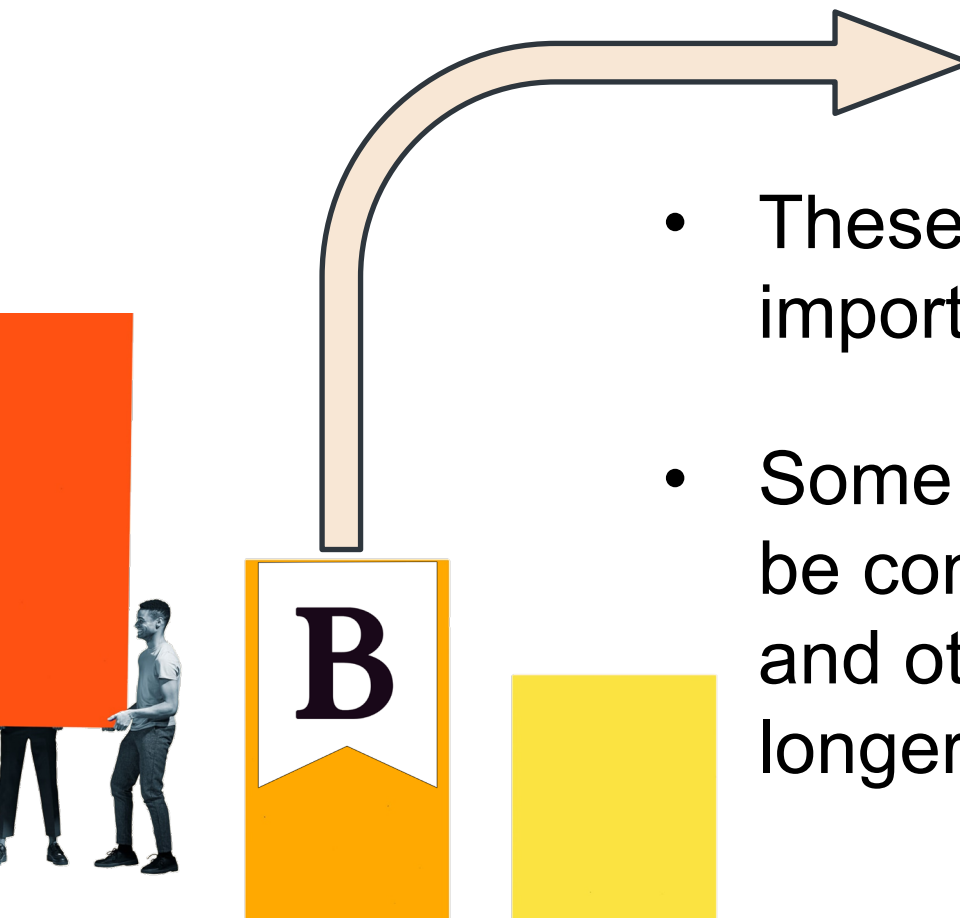
To help you decide how to arrange the daily tasks in order of importance



“A” Tasks

- These tasks are of HIGHEST importance >> *Most urgent*
- They must be completed in the short-term e.g. **today** or **tomorrow**





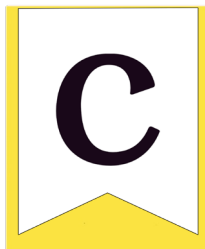
“B” Tasks

- These tasks are of **LOWER** importance.
- Some portions of them should be completed in the short-term, and other portions may take longer.



“C” Tasks

- These tasks are of **LOWEST** importance.
- They may be more attractive and easier to do but are not as important.



Sample Task List

Official (Closed), Non-Sensitive

[illegible]

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

Potential Barriers

“I’ve used many lists, and things got so messy. Why should I try again?”



Change is always hard, but..

- It is important to remember that learning any new skill takes practice and it takes time to change longstanding habits.
- You may not be used to prioritising and rating your tasks, but remind yourself of the benefits of becoming more organised and effective at completing long term goals.



Priority ratings are not fixed.

Look at ALL your lists everyday, review the tasks & **make adjustments**, if necessary.



Learning Checkpoint #2

1. Put all appointments on the calendar and review the task list on a daily basis.
2. Use and look at the task list and calendar EVERY DAY.
3. Select items from the master list to put on the daily task list.
4. Rate each task as an “A,” “B,” or “C” task.
5. Practice doing all of the “A” tasks before the “B” tasks and all of the “B” tasks before the “C” tasks.
6. Carry over tasks that are not completed from the previous day to the next day’s list.

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