

Organizational Skills

Course Overview

This course will introduce students to organizational skills, including removing the clutter, prioritizing, scheduling your time, to do lists, paper and paperless storage, organization in your work area, tools to fight procrastination, organizing your inbox, avoid the causes of disorganization, and discipline is the key to stay organized.

<u>Module 01 - Getting Started</u>	1m
Getting Started	
<u>Module 02 - Remove the Clutter</u>	6m
Remove the Clutter	
Case Study	
<u>Module 03 – Prioritize</u>	5m
Prioritize	
Case Study	
<u>Module 04 - Scheduling Your Time</u>	5m
Scheduling Your Time	
Case Study	
<u>Module 05 - To Do Lists</u>	4m
To Do Lists	
Case Study	
<u>Module 06 - Paper and Paperless Storage</u>	5m
Paper and Paperless Storage	
Case Study	
<u>Module 07 - Organization in Your Work Area</u>	5m
Organization in Your Work Area	
Case Study	
<u>Module 08 - Tools to Fight Procrastination</u>	5m
Tools to Fight Procrastination	
Case Study	
<u>Module 09 - Organizing Your Inbox</u>	5m
Organizing Your Inbox	
Case Study	

Module 10 - Avoid the Causes of Disorganization

5m

Avoid the Causes of Disorganization

Case Study

Module 11 - Discipline is the Key to Stay Organized

6m

Discipline is the Key to Stay Organized

Case Study

Total Duration: 53m