

# Organizational Skills

Sample



## Corporate Training Materials

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### United States

73 Greentree Drive, Box #68

Dover, Delaware 19904

Toll-free: 1-877-610-3660

Fax: 1-877-610-3661

[sales@corporatetrainingmaterials.com](mailto:sales@corporatetrainingmaterials.com)

### International

116 Provost Street

New Glasgow, NS, Canada

Phone: 001-902-695-3660

Fax: 001-902-695-3661

[sales@corporatetrainingmaterials.com](mailto:sales@corporatetrainingmaterials.com)

Any technical issues or questions can be addressed by our support team

[support@corporatetrainingmaterials.com](mailto:support@corporatetrainingmaterials.com)

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## Preface

### What is Courseware?



Welcome to Corporate Training Materials, a completely new training experience!

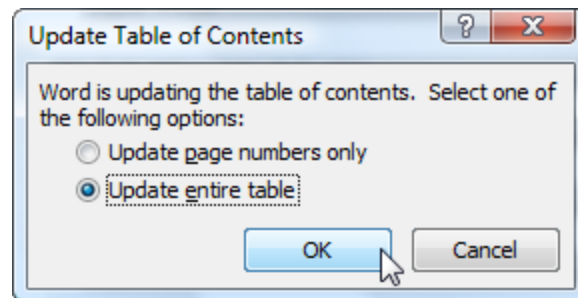
Our courseware packages offer you top-quality training materials that are customizable, user-friendly, educational, and fun. We provide your materials, materials for the student, PowerPoint slides, and a take-home reference sheet for the student. You simply need to prepare and train!

Best of all, our courseware packages are created in Microsoft Office and can be opened using any version of Word and PowerPoint. (Most other word processing and presentation programs support these formats, too.) This means that you can customize the content, add your logo, change the color scheme, and easily print and e-mail training materials.

### How Do I Customize My Course?

Customizing your course is easy. To edit text, just click and type as you would with any document. This is particularly convenient if you want to add customized statistics for your region, special examples for your participants' industry, or additional information. You can, of course, also use all of your word processor's other features, including text formatting and editing tools (such as cutting and pasting).

To remove modules, simply select the text and press Delete on your keyboard. Then, navigate to the Table of Contents, right-click, and click Update Field. You may see a dialog box; if so, click "Update entire table" and press OK.

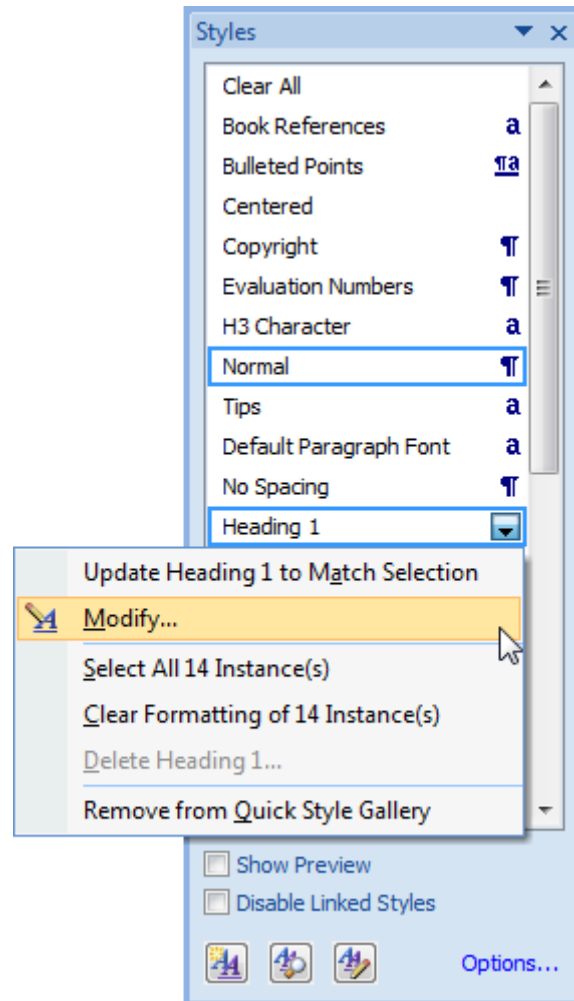


(You will also want to perform this step if you add modules or move them around.)

If you want to change the way text looks, you can format any piece of text any way you want. However, to make it easy, we have used styles so that you can update all the text at once.

If you are using Word 97 to 2003, start by clicking the Format menu followed by Styles and Formatting. In Word 2007 and 2010 under the Home tab, right-click on your chosen style and click Modify. That will then produce the Modify Style options window where you can set your preferred style options.

For example, if we wanted to change our Heading 1 style, used for Module Titles, this is what we would do:



Now, we can change our formatting and it will apply to all the headings in the document.

For more information on making Word work for you, please refer to [Word 2007 or 2010 Essentials](#) by Corporate Training Materials.

## Materials Required

All of our courses use flip chart paper and markers extensively. (If you prefer, you can use a whiteboard or chalkboard instead.)

We recommend that each participant have a copy of the Training Manual, and that you review each module before training to ensure you have any special materials required. Worksheets and handouts are included within a separate activities folder and can be reproduced and used where indicated. If you would like to save paper, these worksheets are easily transferrable to a flip chart paper format, instead of having individual worksheets.

We recommend these additional materials for all workshops:

- Laptop with projector, for PowerPoint slides
- Quick Reference Sheets for students to take home
- Timer or watch (separate from your laptop)
- Masking tape
- Blank paper

## Maximizing Your Training Power

We have just one more thing for you before you get started. Our company is built for trainers, by trainers, so we thought we would share some of our tips with you, to help you create an engaging, unforgettable experience for your participants.

- **Make it customized.** By tailoring each course to your participants, you will find that your results will increase a thousand-fold.
  - Use examples, case studies, and stories that are relevant to the group.
  - Identify whether your participants are strangers or whether they work together. Tailor your approach appropriately.
  - Different people learn in different ways, so use different types of activities to balance it all out. (For example, some people learn by reading, while others learn by talking about it, while still others need a hands-on approach. For more information, we suggest [Experiential Learning](#) by David Kolb.)
- **Make it fun and interactive.** Most people do not enjoy sitting and listening to someone else talk for hours at a time. Make use of the tips in this book and your own experience to keep your participants engaged. Mix up the activities to include individual work, small group work, large group discussions, and mini-lectures.
- **Make it relevant.** Participants are much more receptive to learning if they understand why they are learning it and how they can apply it in their daily lives. Most importantly, they want to know how it will benefit them and make their lives easier. Take every opportunity to tie what you are teaching back to real life.
- **Keep an open mind.** Many trainers find that they learn something each time they teach a workshop. If you go into a training session with that attitude, you will find that there can be an amazing two-way flow of information between the trainer and trainees. Enjoy it, learn from it, and make the most of it in your workshops.

And now, time for the training!

## **Icebreakers**

Each course is provided with a wide range of interactive Icebreakers. The trainer can utilize an Icebreaker to help facilitate the beginning of the course, as it helps “break the ice” with the participants. If the participants are new to each other, an icebreaker is a great way to introduce everyone to each other. If the participants all know each other it can still help loosen up the room and begin the training session on positive note. Below you will see one of the icebreakers that can be utilized from the Icebreakers folder.

## **Icebreaker: Friends Indeed**

### **Purpose**

Have the participants moving around and help to make introductions to each other.

### **Materials Required**

- Name card for each person
- Markers

### **Preparation**

Have participants fill out their name card. Then, ask participants to stand in a circle, shoulder to shoulder. They should place their name card at their feet. Then they can take a step back. You as the facilitator should take the place in the center of the circle.

### **Activity**

Explain that there is one less place than people in the group, as you are in the middle and will be participating. You will call out a statement that applies to you, and anyone to whom that statement applies must find another place in the circle.

Examples:

- Friends who have cats at home
- Friends who are wearing blue
- Friends who don't like ice cream

The odd person out must stand in the center and make a statement.

The rules:

- You cannot move immediately to your left or right, or back to your place.
- Let's be adults: no kicking, punching, body-checking, etc.

Play a few rounds until everyone has had a chance to move around.

## **Training Manual Sample**

On the following pages is a sample module from our Training Manual. Each of our courses contains twelve modules with three to five lessons per module. It is in the same format and contains the same material as the Instructor Guide, which is then shown after the Training Manual sample, but does not contain the Lesson Plans box which assists the trainer during facilitation.

The Training Manual can be easily updated, edited, or customized to add your business name and company logo or that of your clients. It provides each participant with a copy of the material where they can follow along with the instructor.



*Out of clutter, find simplicity.*

*Albert Einstein*

### **Sample Module: Remove the Clutter**



One of the hardest parts about getting organized is going through and getting rid of the things that cause distractions and take up space. When you find yourself among the stacks and piles of stuff and items, it can seem overwhelming. But by taking it one step at a time, and remembering to breathe, you can begin to de-clutter your life and start on the path to successful organization.

## Just Do it



Sometimes we can feel overwhelmed about taking on the task of removing our clutter and tend to make excuses as to why it doesn't get done. We can claim that we don't have the time, or that there is too much to do at once. But as Nike says, we have to "Just Do It" and we have to throw away our excuses and dive in. Make a plan on how you can get started, such as making a 'cleaning calendar' or choosing an area to start on. Stick with your plan until the job is complete, and don't let the same excuses hinder your success.

### Helpful tips:

- Make a calendar with time to clean
- Divide the areas that need to be conquered
- Make a list of tasks
- Decide where items go beforehand

## You Don't Have to Keep Everything



You know who you are – the person that exclaims “*I have to keep [this] because I might need it later!*”

In reality, we can throw away over half of our saved documents or items without feeling a sense of withdrawal or consequence. The decision to keep everything can drive us to make inappropriate choices with organization and contributes to more clutter. We can break that kind of thinking by examining what we are holding on to and by realizing we can't live by the ‘*what ifs*’ an item may have. Go through your clutter and clarify how it is useful to you right now and get rid of anything that doesn't have a clear purpose. Once you have removed the items you don't need or have use for, you are no longer wasting time on useless clutter, but are developing better organization for the things you did keep.

Ask yourself:

- Am I going to use this in the near future?
- What was the last time I needed this?
- If I keep this, what is it organized into?

## Three Boxes: Keep, Donate, and Trash



The most common approach to clearing out clutter is the Three Boxes method. This method forces a decision to be made about each item you touch as you go through your clutter. You don't get to put it aside or come back to it later. Pick up an item, one at a time, and think about which box it should go in. Try not to release the item until a decision is made.

- **Box 1 – Items to Keep:** This box is for items you would like to keep in your area or maybe even put away for safe keeping (such as heirlooms or special gifts). This is not to be confused with the *'things I might need later'* type of thinking. Only keep items that have value and meaning to you.
- **Box 2 – Items to Donate:** This box is for items that you realize you no longer need or want. Items in this box can be donated or sold at a rummage sale, just as long as it leaves the clutter!
- **Box 3 – Trash:** This box is for the things that you do not need or want and cannot be donated or given away. This often includes old papers or documents, mail, or broken items. Once this box is full or complete, remove it from the area right away and don't give it a second look.

## A Place for Everything and Everything in its Place



One factor that contributes to our clutter is where we decide to keep it or let it lay. When something is not in its proper place, everything else can seem chaotic and, disorganized. While we are thinking about where things need to go, think about what the item or items are and where it would best be suited. This may require you to refresh your mind and search your office over for every available open space that can be used. But no matter the amount of stuff you plan to keep, once it has found its proper place in your office, it won't stay in the way of you becoming more organized.

Ask yourself:

- What do I need to put here/there?
- Where would this be best suited?
- Will it be in my way/contribute to clutter there?

## Case Study



Stacy decided she would spend her Saturday afternoon clearing out the clutter that has built up in the family den. She knew she had put it off for too long, and decided this would be the best time. She took her three boxes marked Keep, Donate, and Trash and began picking up items one by one. As she picked up old papers and broken toys, she knew it was an easy decision to throw these things away. But then Stacy started to find old keepsakes lying around, including her children's old clothing and photo albums. Her immediate thought was to put them away; until she remembered that it isn't necessary to keep everything and that she can, and will, have to part with some things.

By the end of the afternoon, Stacy had managed fill a donation box with items she knew she no longer needed or wanted. She also threw away several boxes of garbage. When she was left with just the items she wanted to keep, she had no trouble organizing everything finding a permanent place for it all (that doesn't include the floor!).

## Sample Module: Review Questions

1. What is one reason we do not remove our clutter?
  - a) We make excuses
  - b) We like how it looks
  - c) We find it convenient for our stuff
  - d) We wait for someone else to do it
2. What is one way we can “Just Do It” with our clutter?
  - a) Move it all to another room
  - b) Put it off for a better time
  - c) Work on one area at a time
  - d) Make someone else clean it up
3. Why do we commonly feel as though we need to keep something?
  - a) We like the color
  - b) We need it to keep it for a friend
  - c) We want to donate it to someone
  - d) We might need it later
4. In general, we only need about \_\_\_\_\_ of the items we keep.
  - a) All
  - b) Half
  - c) One quarter
  - d) None
5. What is an advantage of the Three Box approach?
  - a) It is the fastest method of cleaning
  - b) It can be done with a friend
  - c) It forces a quick decision
  - d) It increases our charity donations
6. What is a disadvantage of the Three Box approach?
  - a) It can be time consuming
  - b) It forces us to get rid of our stuff
  - c) It can be boring
  - d) It can be overwhelming

7. If items are not in a proper place, they can make the area seem \_\_\_\_\_.
- a) Friendly
  - b) Cluttered
  - c) Inviting
  - d) Eccentric
8. What is one suggestion when discovering a proper place for things?
- a) Throw older items away
  - b) Stack items on top of each other to make room
  - c) Try to store everything in one room
  - d) Evaluate available storage spaces
9. From what room in the house was Stacy clearing clutter?
- a) The children's bedroom
  - b) The garage
  - c) The family den
  - d) Her bedroom
10. What common approach did Stacy use to decide what to do with everything?
- a) Out of sight, out of mind
  - b) The Three Boxes approach
  - c) Doing a clean sweep
  - d) Nothing



## **Instructor Guide Sample**

On the following pages is a sample module from our Instructor Guide. It provides the instructor with a copy of the material and a Lesson Plans box. Each Instructor Guide and Training Manual mirrors each other in terms of the content. They differ in that the Instructor Guide is customized towards the trainer, and Training Manual is customized for the participant.

The key benefit for the trainer is the Lesson Plan box. It provides a standardized set of tools to assist the instructor train that particular lesson. The Lesson Plan box gives an estimated time to complete the lesson, any materials that are needed for the lesson, recommended activities, and additional points to assist in delivering the lessons such as Stories to Share and Delivery Tips.

*Out of clutter, find simplicity.*

*Albert Einstein*

### **Sample Module: Remove the Clutter**



One of the hardest parts about getting organized is going through and getting rid of the things that cause distractions and take up space. When you find yourself among the stacks and piles of stuff and items, it can seem overwhelming. But by taking it one step at a time, and remembering to breathe, you can begin to de-clutter your life and start on the path to successful organization.

## Just Do it



Sometimes we can feel overwhelmed about taking on the task of removing our clutter and tend to make excuses as to why it doesn't get done. We can claim that we don't have the time, or that there is too much to do at once. But as Nike says, we have to "Just Do It" and we have to throw away our excuses and dive in. Make a plan on how you can get started, such as making a 'cleaning calendar' or choosing an area to start on. Stick with your plan until the job is complete, and don't let the same

excuses hinder your success.

Helpful tips:

- Make a calendar with time to clean
- Divide the areas that need to be conquered
- Make a list of tasks
- Decide where items go beforehand

<b>Estimated Time</b>	10 minutes
<b>Topic Objective</b>	Learning to get started on removing clutter
<b>Topic Summary</b>	Just Do It Identify the excuses we make for not cleaning clutter and how we can overcome them.
<b>Materials Required</b>	01-My Excuses
<b>Planning Checklist</b>	None
<b>Recommended Activity</b>	Complete the worksheet individually. Share your ideas with the rest of the class.
<b>Stories to Share</b>	Share any relevant personal stories or ideas.
<b>Delivery Tips</b>	Encourage everyone to participate.
<b>Review Questions</b>	Why is it important to "Just Do It" with your clutter?

## You Don't Have to Keep Everything



You know who you are – the person that exclaims *“I have to keep [this] because I might need it later!”*

In reality, we can throw away over half of our saved documents or items without feeling a sense of withdrawal or consequence. The decision to keep everything can drive us to make inappropriate choices with organization and contributes to more clutter. We can break that kind of thinking by examining what we are holding on to and by realizing we can't live by the *‘what ifs’* an item may have. Go through your clutter and clarify how it is useful to you right now and get rid of anything that doesn't have a clear purpose. Once you have removed the items you don't need or have use for, you are no longer wasting time on useless clutter, but are developing better organization for the things you did keep.

Ask yourself:

- Am I going to use this in the near future?
- What was the last time I needed this?
- If I keep this, what is it organized into?

<b>Estimated Time</b>	10 minutes
<b>Topic Objective</b>	Learning to let go of clutter
<b>Topic Summary</b>	You Don't Have to Keep Everything Examine your current clutter and learning to 'let go' of unnecessary items
<b>Materials Required</b>	02-What Do I Keep?
<b>Planning Checklist</b>	None
<b>Recommended Activity</b>	Complete the handout individually. Voluntarily share your answers with the rest of the class.
<b>Stories to Share</b>	Share any relevant stories or ideas.
<b>Delivery Tips</b>	Encourage everyone to participate. Take note that many may not respond since answers may be personal.
<b>Review Questions</b>	What is one way we can determine if we need to keep something?

## Three Boxes: Keep, Donate, and Trash



The most common approach to clearing out clutter is the Three Boxes method. This method forces a decision to be made about each item you touch as you go through your clutter. You don't get to put it aside or come back to it later. Pick up an item, one at a time, and think about which box it should go in. Try not to release the item until a decision is made.

- **Box 1 – Items to Keep:** This box is for items you would like to keep in your area or maybe even put away for safe keeping (such as heirlooms or special gifts). This is not to be confused with the *'things I might need later'* type of thinking. Only keep items that have value and meaning to you.
- **Box 2 – Items to Donate:** This box is for items that you realize you no longer need or want. Items in this box can be donated or sold at a rummage sale, just as long as it leaves the clutter!
- **Box 3 – Trash:** This box is for the things that you do not need or want and cannot be donated or given away. This often includes old papers or documents, mail, or broken items. Once this box is full or complete, remove it from the area right away and don't give it a second look.

<b>Estimated Time</b>	20 minutes
<b>Topic Objective</b>	Determining how to sort the clutter
<b>Topic Summary</b>	Three Boxes: Keep, Donate, and Trash  Learn to individually review clutter items and realize how they should be sorted.
<b>Materials Required</b>	Various household items
<b>Planning Checklist</b>	Bring in a box of random household items, such as stuffed toys, office supplies, or kitchen gadgets. Leave them in the box until ready for the presentation.
<b>Recommended Activity</b>	Pull an item out of the box and ask the class to determine which of the three boxes it should go in. Listen as the class responds with different answers. Do the same thing with the other items. Then discuss how each person bases their answer on different reasons and how one item (such as a stuffed bunny) can have a different effect for everyone. Emphasize why this is important for the need to individually look at our clutter and decide where it goes.
<b>Stories to Share</b>	Skip any relevant personal stories for this section.

<b>Delivery Tips</b>	Encourage everyone to participate.
<b>Review Questions</b>	How can the Three Boxes method be customized to each person?

## A Place for Everything and Everything in its Place



One factor that contributes to our clutter is where we decide to keep it or let it lay. When something is not in its proper place, everything else can seem chaotic and, disorganized. While we are thinking about where things need to go, think about what the item or items are and where it would best be suited. This may require you to refresh your mind and search your office over for every available open space that can be used. But no matter the amount of stuff you plan to keep, once it has found its proper place in your office, it won't stay in the way of you becoming more organized.

Ask yourself:

- What do I need to put here/there?
- Where would this be best suited?
- Will it be in my way/contribute to clutter there?

<b>Estimated Time</b>	10 minutes
<b>Topic Objective</b>	Finding a place for your kept items and how they fit in your office.
<b>Topic Summary</b>	A Place for Everything and Everything in its Place Realize the importance of proper placement of your belongings.
<b>Materials Required</b>	Flip chart/ Dry erase board, markers
<b>Planning Checklist</b>	None
<b>Recommended Activity</b>	Discuss with the group about how various items are kept at work and how where they are can affect our organization (such as archived records <i>do not</i> go in the active records drawer because why?). Review the effect of having the right item in the right place and how it impacts our organizational skills. Take suggestions from the group and write them on the flip chart or dry erase board.
<b>Stories to Share</b>	Share any relevant personal stories.
<b>Delivery Tips</b>	Encourage everyone to participate.
<b>Review Questions</b>	What does A Place for Everything and Everything in its Place essentially mean to our organization plans?

## Case Study



Stacy decided she would spend her Saturday afternoon clearing out the clutter that has built up in the family den. She knew she had put it off for too long, and decided this would be the best time. She took her three boxes marked Keep, Donate, and Trash and began picking up items one by one. As she picked up old papers and broken toys, she knew it was an easy decision to throw these things away. But then Stacy started to find old keepsakes lying around, including her children's old clothing and photo albums. Her immediate thought was to put them away; until she remembered that it isn't necessary to keep everything and that she can, and will, have to part with some things.

By the end of the afternoon, Stacy had managed fill a donation box with items she knew she no longer needed or wanted. She also threw away several boxes of garbage. When she was left with just the items she wanted to keep, she had no trouble organizing everything finding a permanent place for it all (that doesn't include the floor!).

<b>Estimated Time</b>	10 minutes
<b>Topic Objective</b>	Outline the Remove the Clutter case study
<b>Topic Summary</b>	Case study Discuss various methods and techniques of removing clutter.
<b>Materials Required</b>	None
<b>Planning Checklist</b>	None
<b>Recommended Activity</b>	Discuss the results of the case study. How was Stacy able to effectively remove her clutter in one afternoon?
<b>Stories to Share</b>	Share any relevant personal stories.
<b>Delivery Tips</b>	Encourage everyone to participate.
<b>Review Questions</b>	What techniques were effective for Stacy?



## Sample Module: Review Questions

1. What is one reason we do not remove our clutter?

- a) We make excuses
- b) We like how it looks
- c) We find it convenient for our stuff
- d) We wait for someone else to do it

One of the main reasons we do not act on removing our clutter is that we make excuses and delay taking actions to correct the problem.

2. What is one way we can “Just Do It” with our clutter?

- a) Move it all to another room
- b) Put it off for a better time
- c) Work on one area at a time
- d) Make someone else clean it up

By working on one area at a time, we are actively attacking the clutter problem without letting it overwhelm us.

3. Why do we commonly feel as though we need to keep something?

- a) We like the color
- b) We need it to keep it for a friend
- c) We want to donate it to someone
- d) We might need it later

The most common reason we keep something and contribute to our clutter is because we think we will need it at a later time, and thus feel less reluctant to just let it go.

4. In general, we only need about \_\_\_\_\_ of the items we keep.

- a) All
- b) Half
- c) One quarter
- d) None

Generally, we need about one half of the items or papers that we keep or tell ourselves we need to keep, which causes us to accumulate more clutter.

5. What is an advantage of the Three Box approach?

- a) It is the fastest method of cleaning
- b) It can be done with a friend
- c) It forces a quick decision
- d) It increases our charity donations

The Three Boxes approach forces us to make a quick decision about an item, which keeps us from dwelling on our 'ifs' or 'buts' and focuses on what needs to be done.

6. What is a disadvantage of the Three Box approach?

- a) It can be time consuming
- b) It forces us to get rid of our stuff
- c) It can be boring
- d) It can be overwhelming

The Three Boxes approach can take a lot of our free time to do since we have to stop and examine each object individually, depending on the amount of clutter we have to go through.

7. If items are not in a proper place, they can make the area seem \_\_\_\_\_.

- a) Friendly
- b) Cluttered
- c) Inviting
- d) Eccentric

When we have stuff or items that have not been put in a proper place or stored correctly, they can make the area seem cluttered and disorganized. When we put these items away properly, it improves our organization.

8. What is one suggestion when discovering a proper place for things?

- a) Throw older items away
- b) Stack items on top of each other to make room
- c) Try to store everything in one room
- d) Evaluate available storage spaces

When finding a place for everything in our office, a good suggestion is to go through and evaluate the available storage space you have, including closets, shelves, etc. Once we know what area we have available to us, we can better assess where our things can belong.

9. From what room in the house was Stacy clearing clutter?

- a) The children's bedroom
- b) The garage
- c) The family den
- d) Her bedroom

Stacy decided to take time and clear clutter from her family den.

10. What common approach did Stacy use to decide what to do with everything?

- a) Out of sight, out of mind
- b) The Three Boxes approach
- c) Doing a clean sweep
- d) Nothing

Stacy used the Three Boxes Approach while she was cleaning out the den and sorted items that she wanted to keep, to donate and to throw away.

## **Activities**

During the facilitation of a lesson Worksheet or Handout may be utilized to help present the material. If a lesson calls for a Worksheet or Handout it will be listed in the Lesson Plan box under Materials Required. The trainer can then utilize the Activities folder for the corresponding material and then provide it to the participants. They are all on separate Word documents, and are easily edited and customized.

Below you will see the Worksheets or Handouts that are utilized during the training of the above lesson. They are located in the Activities folder and can be easily printed and edited for the participants.

## My Excuses

Using the spaces below, identify what excuses you use that keeps you from cleaning out your clutter. Then decide what action you can take to overcome those excuses.

Excuse:

---

Solution:

---

Excuse:

---

Solution:

---

Excuse:

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Solution:

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Excuse:

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Solution:

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## What Do I Keep?

Thinking back to what we've learned in this section, review what clutter you have kept at either your home or at work. In the space provided, determine if you have items to don't *have* to keep and what you can do to help clear some of the excess clutter out.

Clutter at Home:

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Clutter at Work:

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## **Quick Reference Sheets**

Below is an example of our Quick reference Sheets. They are used to provide the participants with a quick way to reference the material after the course has been completed. They can be customized by the trainer to provide the material deemed the most important. They are a way the participants can look back and reference the material at a later date.

They are also very useful as a take-away from the workshop when branded. When a participant leaves with a Quick Reference Sheet it provides a great way to promote future business.

# Organizational Skills

## Divide Tasks

Now that you've made a list and categorized all of the things you want to accomplish, it can seem



overwhelming or even intimidating to get started. But by dividing your tasks into smaller groups of things to do, we can feel more empowered to get them done. Tasks can be divided any way that is convenient, such as things to do for one particular project or maybe even things to do that involve going through papers.

Helpful hints:

- Sort tasks by each specific project
- Decide what tasks can be done the fastest
- Determine what tasks will need more time

## Plan for Tomorrow, Today

If you're waiting for the beginning of the following day to start your organization plan, chances are you are already headed to disorganization. Start today and make a plan for what you want to do in your life, including on a daily, weekly, monthly and even a yearly basis. When you determine what you want (such as becoming more organized!), you can make plans today to reach those goals in the future. Make a to-do list and plan a time to tackle it instead of waiting for the 'urge' to do it comes along. Make plans on how to motivate yourself to keep going and plan rewards for productive behaviors.



Tips:

- Make short and long term to-do lists.
- Plan ways to execute each list.
- Find ways to keep yourself motivated to stay on task.
- Don't forget to plan deadlines or plan to meet those already in place.

## Only Have Current Projects on Your Desk



You may have a variety of stacks of papers and projects on your desk, but the key is in knowing what is in them. Keeping your desk more organized by only keeping projects that you are currently working with, in your work area. Projects that you have finished should be filed away in the appropriate place, while projects that you haven't yet started should not be in the work area until you do. Having these projects in sight with your current projects can cause confusion and a lack of focus on unimportant details.

Questions to ask yourself when keeping projects on your desk:

- When does this need to be finished?
- Is it something that can be completed later?
- Has this already been completed?



## **Certificate of Completion**

Every course comes with a Certificate of Completion where the participants can be recognized for completing the course. It provides a record of their attendance and to be recognized for their participation in the workshop.

CERTIFICATE OF COMPLETION

**[Name]**

*Has mastered the course*

*Organizational Skills*

Awarded this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Presenter Name and Title

\_\_\_\_\_

## Sample Module: Remove the Clutter

One of the hardest parts about getting organized is going through and getting rid of the things that cause distractions and take up space. When you find yourself among the stacks and piles of stuff and items, it can seem overwhelming. But by taking it one step at a time, and remembering to breathe, you can begin to de-clutter your life and start on the path to successful organization.

*Out of clutter, find simplicity.*

**Albert Einstein**



## Just Do it

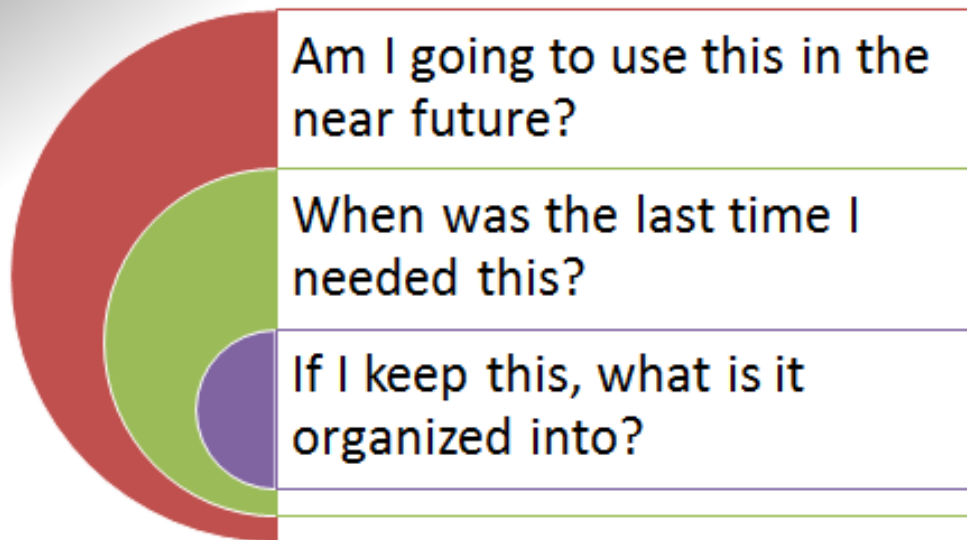
Make a calendar with time to clean

Divide the areas that need to be conquered

Make a list of tasks

Decide where items go beforehand

## You Don't Have to Keep Everything



## Three Boxes: Keep, Donate, and Trash

Box 1 – Items to Keep

Box 2 – Items to Donate

Box 3 – Trash

## A Place for Everything and Everything in its Place

What do I need to put here/there?



Where would this be best suited?



Will it be in my way/contribute to clutter there?

## Case Study

Stacy decided she would clear out the clutter in the family den

She took her three boxes marked Keep, Donate, and Trash

She remembered that it isn't necessary to keep everything

She managed fill a donation box with items she knew she no longer needed or wanted

## Sample Module: Review Questions

1. What is one reason we do not remove our clutter?
  - a) We make excuses
  - b) We like how it looks
  - c) We find it convenient for our stuff
  - d) We wait for someone else to do it
  
2. What is one way we can “Just Do It” with our clutter?
  - a) Move it all to another room
  - b) Put it off for a better time
  - c) Work on one area at a time
  - d) Make someone else clean it up

## Sample Module: Review Questions

1. What is one reason we do not remove our clutter?
  - a) We make excuses
  - b) We like how it looks
  - c) We find it convenient for our stuff
  - d) We wait for someone else to do it

One of the main reasons we do not act on removing our clutter is that we make excuses and delay taking actions to correct the problem.
  
2. What is one way we can “Just Do It” with our clutter?
  - a) Move it all to another room
  - b) Put it off for a better time
  - c) Work on one area at a time
  - d) Make someone else clean it up

By working on one area at a time, we are actively attacking the clutter problem without letting it overwhelm us.

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