



ORGANIZATION & PRIORITIZATION

GROW Your Career Continued Education

Servicing Operations Training

Revision August 2023

INTRODUCTION

INTRODUCTION

Meet & Greet

- Name
- Position
- Department
- How organized are you?
 - Rate yourself on a scale from 1 - 5



▀ OBJECTIVES & OVERVIEW

OVERVIEW

This course is designed to help you understand the importance of organizing and prioritizing your workload. Both professionally and personally, the practices of prioritizing and organizing are essential components to creating a more efficient and stress reduced way of approaching your day-to-day responsibilities.

COURSE OBJECTIVES

- Understand the importance of being organized
- How to organize your day
- Starting the Day With a Plan
- Creating a list for the day
- Eisenhower Matrix

“FOR EVERY MINUTE SPENT ORGANIZING, AN HOUR IS EARNED.”

[BENJAMIN FRANKLIN]

▼ UNDERSTANDING ORGANIZATIONAL SKILLS

ORGANIZATION & PRIORITIZATION DEFINITION

- **Organize** - Arrange into a structured whole; order. To plan things carefully, keep things tidy, and work effectively.
- **Prioritize** - Designate or treat (something) as more important than other things. To decide which of a group of things are the most important so that you can deal with them first.



IMPORTANCE OF ORGANIZATIONAL SKILLS & PRIORITIZATION

- Efficiency and Productivity
- Time Management
- Meeting Deadlines
- Effective Communication
- Professionalism



BENEFITS

Discuss:

What are the benefits of having strong organization skills?



ORGANIZATIONAL SKILLS & SIGNIFICANCE IN THE WORKPLACE

- **Better Focus and Concentration**
- **Reduced Stress**
- **Improved Decision-Making**
- **Efficient Goal Achievement**
- **Enhanced Reputation**



ORGANIZATIONAL SKILLS & SIGNIFICANCE IN THE WORKPLACE - cont.

- Adaptability
- Clearer Work-Life Balance
- Improved Relationships
- Personal & Career Growth
- Career Advancement



ACTIVITY

Assessing Your Current Organization Level

SELF-ASSESSMENT TO IDENTIFY CURRENT ORGANIZATIONAL STRENGTHS & WEAKNESSES

ACTIVITY -

Step 1: Set Up Your Assessment

Step 2: Reflect on Your Organization Skills

- Strengths
- Areas for Improvement

Step 3: Analyze and Prioritize

Step 4: Set Actionable Goals

Step 5: Implement and Track Progress



▶ TECHNIQUES FOR ORGANIZING WORK

TIME MANAGEMENT STRATEGIES

- Setting realistic goals and deadlines
- Using to-do lists and task tracking tools
- Understanding the difference between urgent and important tasks
- The Eisenhower Matrix



EISENHOWER MATRIX

Let's watch a video:

[https://drive.google.com/file/d/1KagWJKFEmdoo5XXtTFhJayoC-t1sk2Wu/view?usp=drive link](https://drive.google.com/file/d/1KagWJKFEmdoo5XXtTFhJayoC-t1sk2Wu/view?usp=drive_link)

THE EISENHOWER MATRIX



ACTIVITY

EISENHOWER MATRIX

- https://rise.articulate.com/share/hRtBiO_Lfy6UbWyWdH6cUT4Qi1jLKNN



SCHEDULE MANAGEMENT

HOW TO MANAGE YOUR DAY - BEST PRACTICE

- Use an application such as OneNote, Microsoft Excel, or Google Sheets to create a graph that's used each day to keep track of actual time worked.
- Before turning off your system each day, populate the graph with your expected work for the following day.
- The day of the work, make adjustments to the planned schedule based on actual time dedicated to each activity and any changes that pop up.
- At the end of the day, use the actual time worked from the graph to enter time in your required time reporting application.

HOW TO MANAGE YOUR DAY - BEST PRACTICE

For example, the initial plan for the day may look like this:

8:30-11	Project 1
11-12	Meeting
12-1	Project 1
1-2	Meeting
2:30-5:30	Project 2

HOW TO MANAGE YOUR DAY - BEST PRACTICE

As the day progresses and things change, tweaks are made to the graph to reflect actual time allocated to each activity.

This helps to keep track of actual times dedicated to each activity.

Here's an example of how this might look once changes occur throughout the day:

8:30-11	Project 1
11-11:45	Meeting
11:45-1	Project 1
1-2	Meeting
2:30-3:30	Project 2
3:30-4	Meeting
4-5:30	Project 2

▼ RESOURCES & TAKEAWAYS

QUESTIONS?



**THANK
YOU!**

