

# Organizational Skills

leadership.quick tips

Organizational Skills

“One of the true tests of leadership is the ability to recognize a problem before it becomes an emergency.”

*-Arnold Glasgow*

StudentLeadership

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## Organization Matters Because . . .

1. Your groups, tasks, and programs will have better results from increased organization.
2. You will be more productive and have more free time.
3. You want to be dependable and avoid embarrassment.

## How to Organize

- Make decisions about how long to spend on each task, and set target times for each.
- Make work manageable. Break up the big pieces of work into smaller, less daunting tasks. Do not try to do it all at once.
- Do not neglect personal wellness. Everyone needs time to recover and be with friends.
- Do not drift from deadline to deadline. While working on one project you should continue reading and preparing for your other projects.

## Short-term Planning

- Use a calendar to allocate exactly when and how much time you have available to work on any given task.
- Compile lists of tasks to be completed during the week. Allocate these to days and periods of time, depending on how big the task is and how urgent it is.
- Be flexible. Learn from your mistakes, such as estimating how long a project will take. If your schedule is not working, change it.
- Do not waste time sitting around waiting for inspiration. Do something to get your brain working:

Organize your life with this sample organizer or stop by one of the following locations to get your *FREE* student guidebook:

- Advising Center
- Ranger Card Office
- Human Resources
- Student Support Services
- University Activities

**How do you use your 168 hours a week?!**

jot down tasks that need doing and start with one of the smaller tasks.

- Work to the deadlines you have set. Do not start late or finish early.
- Evaluate how the organization did on the tasks at hand.

## Long-term Planning

- Consult with others to find out how much work you will need to cover at specific points during the semester.
- Find out your deadlines early and structure your work so that each project is completed on time. This means planning your work early and working out when you are going to begin each task. Leave plenty of time for basic, short-term tasks.
- Plan your breaks as well. You want to use this time to relax and refocus!

## Organize Yourself

- 1) Use checklists.
- 2) Organize homework assignments.
- 3) Set a designated study space and time.
- 4) Keep organized notebooks.
- 5) Conduct a weekly clean-up.
- 6) Create a household schedule.
- 7) Keep a master calendar.
- 8) Prepare for the day ahead.
- 9) Get the necessary support while learning to become more organized.
- 10) Take time to relax and refocus – this will help you keep stress low

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8AM-9AM						
9AM-10AM						
10AM-11AM						
11AM-12PM						
12PM-1PM						
1PM-2PM						
2PM-3PM						
3PM-4PM						
4PM-5PM						
5PM-6PM						
6PM-7PM						
7PM-8PM						
8PM-9PM						
9PM-10PM						