Job Skills #7 - Organizational Skills

Directions: Fill in the blank using the correct word from the word bank.

Word Bank

Time	structure	Project	workplace	neat
efficiency	Inbox	prioritize	lists	stress
record	workflow	conflict	Goal	

Organizational skills involve using time management, logic, and _____ to manage life and increase _____ both at home and in the _____. Good organizational skills in the workplace can help you to _____ work effectively, improve _____ management, save time, reduce _____, provide structure, and prevent _____ with team members.

Ten key organizational skills needed at work

1. Being _____ and tidy
2. Efficient filing and_____ keeping
3. _____ organization
4. Prioritizing
5. To - do _____
6. Delegation
7. _____ setting
8. _____ management skills
9. Focus
10. _____management

LIVEWORKSHEETS

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