



2016/17 Course Outline

MSPD Skills Development Programme

Organizational Skills

Learning Outcomes

This course will enable you to:

- To increase effectiveness in planning and organizing personal and organizational tasks.
- To formulate goals, identify key activities and set priorities.
- To set and manage realistic time lines
- To explore time/personal organizational tools

Course Outline

- i. Getting and Staying Organized
- ii. The 80/20 Rule of Productivity
- iii. Connecting Goals to Daily Action Plans
- iv. Using Time Management Tools