



# Thinking: Planning and Organizing

## ESSENTIAL SKILLS TIP SHEET

Use these practical tips to help you improve your **thinking** skills:

### **Job Task Planning and Organizing**

Use these tips to help you effectively manage your time and organize your tasks:

- ✓ Make a to-do list of all the things you need to get done and organize them by their level of importance. To help you figure out what is most important – think about what the impact would be if you did not complete the task on time, or did not complete it at all.
- ✓ Limit each task to a single action. For example, if you write down "develop budget for personal expenses" on your to-do list, you can break that task down into smaller actions such as reviewing your income, identifying daily, weekly and monthly expenses, and calculating utility costs.
- ✓ Coordinate your tasks with those of your co-workers where necessary (e.g. make a schedule for using a shared piece of equipment).
- ✓ Plan for each day. To-do lists may need to be revised daily, weekly or monthly to accommodate unexpected delays or new priorities.
- ✓ In addition to to-do lists, use tools such as agendas or calendars to more effectively organize your tasks and your time.