

Development Suggestions for Organizational Skills

Suggested Readings

Title	Author	Learning Mode
Getting Things Done: The Art of Stress-Free Productivity	David Allen	Book or Audibook
Get Organized in the Digital Age	Lucy H. Dedrick	Book or Audibook
Clutter-Proof Your Business: Turn Your Mess Into Success	Mike Nelson	Book or Audibook
The Poetic Logic of Administration: Styles and Changes of Style in the Art of Organizing	Kaj Skoldberg	Book or Audibook
Organizing Plain and Simple: A Ready Reference Guide with Hundreds of Solutions to Your Everyday Clutter Challenges	Donna Smallin	Book or Audibook
When Faster-Harder-Smarter Is Not Enough Six Steps for Achieving What You Want in a Rapid-Fire World	Kathryn D. Cramer	Book
Making Time: Time and Management in Modern Organizations	Richard Whipp, Barbara Adam, and Ida Sabelis	Book
Organizational Skills	Richard Worth	Book

Development Suggestions for Organizational Skills, continued

Activities

1. Use software tools such as the Outlook Task pad or Project Manager to set goals and measures for your work tasks and projects. Determine what resources are necessary to accomplish your goals and projects.
2. Delegate items you can and if there are “weak links” take measures to strengthen them so they don’t influence the project negatively.
3. Set a schedule to review your plans to make sure things are progressing on target and within budget.
4. Celebrate success along the way.
5. Shadow someone who is very organized in your business unit or within USPTO to notice successful organization behaviors and incorporate one approach into your work style each month.