

Organizational skills are the abilities that let you stay focused on different tasks, and use your time, energy, strength, mental capacity, physical space, etc. effectively and efficiently in order to achieve the desired outcome.

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Organizational Skills in the Workplace and for a Resume

Collaboration

Your success may depend on how effectively you can organize your collaboration with others. Plus, it's just as vital to identify who to collaborate with and on what projects.

Communication

Disorganized and hectic communication will damage your productivity. You must speak and write in a clear manner to be sure your message is understood. This means your communication skills and active listening skills must be up to par to achieve success in the workplace.



Teamwork

Organizing work in a group of people is just as essential as selecting the right people to build a team in the first place. If your organizational skills are up to snuff, you'll be able to put together a team of exceptional talents and achieve synergistic results while boosting your leadership skills.

Delegation

In fact, your delegation skills are related to your teamwork skills. Well-organized individuals know what they can do themselves, and what they need to delegate to other team members to achieve the best results. It also shows you have a strong set of interpersonal skills.

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Prioritizing

Being able to give priority to your tasks is far more important than checking off items on your to-do lists. If you can identify roadblocks ahead, break complex projects into smaller components and assess their impact on the outcome, you're building your project management skills and developing strong problem-solving skills when something doesn't go as planned.

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Mental organizational skills allow you to research and analyze situations, prepare documentation, or think strategically among others. Thanks to your analytical skills you can adopt a methodical approach to solving problems. Here's a list of some of the most important mental organizational skills:

Administrative

Analyzing

Assessment and evaluation

Attention to detail

Conceptual

Creative thinking

Critical thinking

Decision-making

Documenting

Identifying problems

Research

Strategic thinking

Physical organization

Being able to keep your workplace



Physical organization

Being able to keep your workplace well-organized is also important. If you can't find necessary documents, office utilities or your computer desktop is so cluttered that you don't remember what your wallpaper looks like, your workflow will catch a hiccup. Here's a look at a couple of skills that fall into this category:

Filing

Office management

Record keeping

Stock inventory

Time management

Time management is an extremely important organizational skill. An uberskill, if you like. The ability to perform your tasks in a timely manner, schedule, and stick to deadlines is the Holy Grail of strong organizational skills. If you can keep yourself and your team disciplined, your organization will benefit from you in each and every way.



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Work-life balance

Yes, it's definitely a vital organizational skill. Efficiency at work starts with a good night's sleep and fresh mind. Organize your mental and physical hygiene so there's room for work and play. Remember: all work and no play makes Jack a dull boy.

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