



A FUTURES BOARD INITIATIVE

---

# Organisational skills

**AEO** : ASSOCIATION  
: OF EVENT  
: ORGANISERS



Apps such as **Asana**, **ClickUp** and **Monday.com** can **keep your workload on track** by helping you manage your time.



**AEO** : ASSOCIATION  
OF EVENT  
ORGANISERS



**Add Sticky Notes to your desktop** to see what you need to do at a glance.



**AEO** : ASSOCIATION  
OF EVENT  
ORGANISERS





**An old fashioned notepad** can be better if you prefer paper and pen.



**AEO** : ASSOCIATION  
OF EVENT  
ORGANISERS



**Ask for an agenda for meetings**  
on your schedule if you haven't  
received one.



**AEO** : ASSOCIATION  
OF EVENT  
ORGANISERS



Block out certain times where no one can book meetings with you **so you can work without being disturbed.**



**AEO** : ASSOCIATION  
OF EVENT  
ORGANISERS





**Have team meetings** on certain days to keep everyone on the same page.





**Use folders and rules to keep your email inbox organised so you don't miss anything.**



**AEO** : ASSOCIATION  
OF EVENT  
ORGANISERS







**Pin your most used websites to your web browser** to keep them close to hand.



**AEO** : ASSOCIATION  
OF EVENT  
ORGANISERS



**Take regular breaks** to keep your focus and concentration levels high.



**AEO** : ASSOCIATION  
OF EVENT  
ORGANISERS





**Let your team know if you need to prioritise certain tasks** or you have a set to-do-list.





**Learn what works best for you**  
to keep on track, as everyone  
has different ways of working.



**AEO** : ASSOCIATION  
: OF EVENT  
: ORGANISERS