

## A FUTURES BOARD INITIATIVE

## Organisational skills







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







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

• • • • • • • • • • •









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









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











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

• • • • • • • • • • • •









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 anyting.



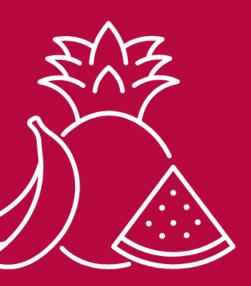






Pin your most used websites to your web browser to keep them close to hand.







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









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.

• • • • • • • • • • • •

