

Name:  
Year:



As part of every **Skills for U** session, you are going to learn about a skill that will help you throughout your life, and also make you more employable!

In this session you are learning all about **organisation**, why it is important and how to get better at it. Everything you need to complete this worksheet is either in the PowerPoint presentation you have just listened to or on this sheet.

Throughout the programme we will also highlight a job that uses the skill we are learning about. The job for **organisation** is an **Event Planner**.

**Question:** Why is it important for Event Planners to be **organised**?

**Question:** What other jobs or businesses require good **organisation**? Why?

## Task 1: Different kinds of Organisation

Organisational skills can be as simple as keeping your room tidy, managing your time effectively or even limiting your physical activity to make sure you aren't too tired to do other things.

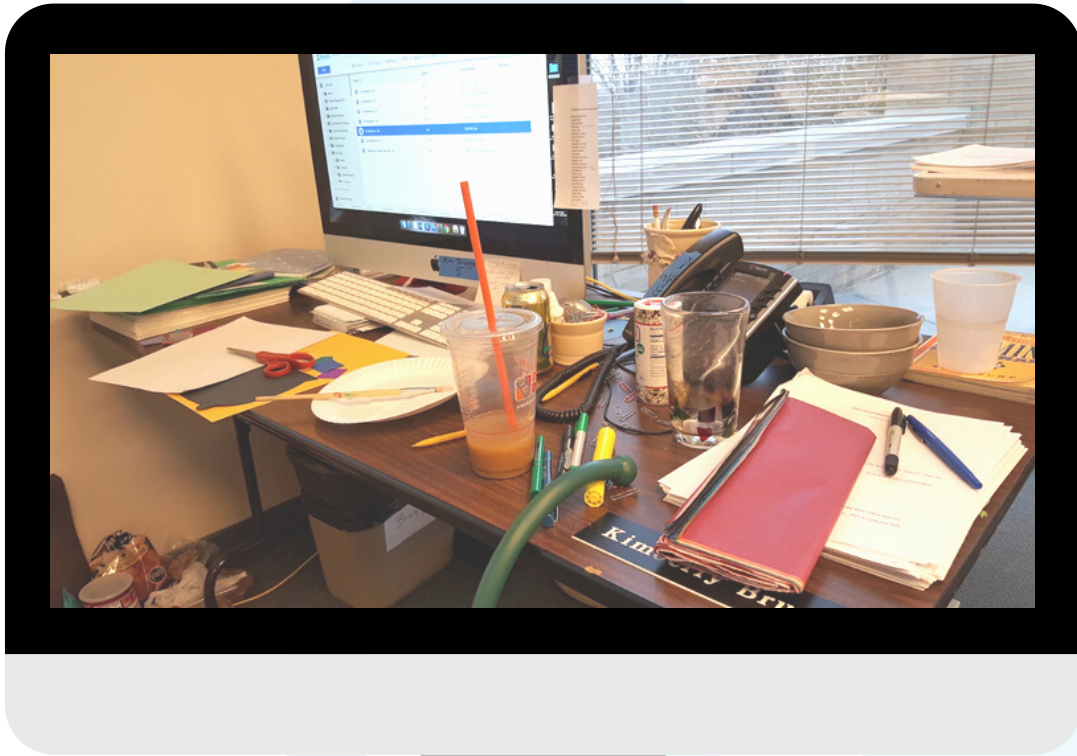
In this task, we want you to consider some different aspects of your life, why organisation is important within each one and what methods you could, or already do, apply to keep yourself organised.

Complete the table below with ideas about **home**, **school** and any **hobbies** you might have. If you can think of any other things that require organisation, then add them in to the empty boxes at the bottom.

<b>Situation</b>	<b>Why is it important to be organised?</b>	<b>What methods could you use to stay organised?</b>
<b>Home</b>		
<b>School</b>		
<b>Hobbies</b>		

## Task 2: Getting Organised

The picture below shows an untidy desk.



**Question:** What would you do to make this desk more **organised**?

**Question:** Why would that help whoever was trying to work at the desk?

## Task 3: Event Planning

There is a big meeting happening with all of the schools in your area and you have been asked to organise it for them.

They will need a venue, food/drinks, and a guest speaker. You have been given a budget of **£5000** to spend on the meeting but if you can save money, even better!

You will need to do your research and think about the following things:

- ▶ Where would be a suitable location? Is it accessible for everyone?
- ▶ What kind of food/drinks would work at a meeting? When will they want to eat and drink? Will food allergies and intolerances be catered for?
- ▶ What kind of speaker do you want? What are they going to talk about? Will you have to pay their expenses?

Complete the table below with details of how you would plan the event.

Item	Cost	Details

**TOTAL COST:**

## Task 4: Maintaining Organisation

**Question:** In what ways has the current situation made being **organised** easier or more difficult?

**Question:** What **organisation** methods might be useful to use when you go back to school?

## Task 5: Evaluation

**Congratulations** on completing the previous tasks!

We have one final thing for you to do.

**Question:** How have the tasks you have done helped you learn about **organisation**?