

METHODS OF FORMING ORGANIZATIONAL SKILLS

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Abstract: Organizational skills are one of the most essential tool in every field. Establishing organizational skills help individuals perform their work according to their job duties and responsibilities. Maintaining organization in the workplace not only helps individuals work efficiently, but also helps to promote the overall objectives of an individual's job, profession or studies. This article majors the effective ways to develop organizational skills.

Keywords: organizationalskills, methods, developing, evolving, time management, productive method, coordination

Organizational skills are those skills that help your employees to do their work efficiently. These skills are used to establish structure and order. Organizational skills also increase productivity and performance. With strong organizational skills, the employees develop a firm grip on time management and stay goal-oriented. When there is order to your workplaces, there is low stress and a lesser chance of going wrong. Interestingly the span of the skills falling under organizational skills is very confusing. Organizational skills are transferable and trainable skills that are employee-centric and manager-centric. These skills have to be absorbed at the molecular level, i.e., if an employee is efficient and manages their time well, they will always carry those skills to whichever place he/she goes to. While there is a broad range of organizational skills, most fall into one of two categories—physical or reasoning. It's a good idea to use both reasoning and physical organizational skills in conjunction since they're both integral to achieving goals.

Some ways to improve your organizational skills are:

Strategic Planning and organizing that you can write down assignments and appointments in a daily planner that stays in the backpack. Your teenager should check items off when accomplished.

Proper time management that To improve on organizational skills, time management would be good to keep away from distractions or allocate a certain amount of time daily and restrict the use of social media and all such things to within the pre-decided time frame. It is an important quality to have to enhance personality development. Allotting time to each task and keeping track of it has proven to be a well-devised technique to improve productivity.

Goal setting that One should be able to assess the rate at which one can work and the maximum capacity of handling workload. It is then easier to set tasks both short term and long term, be it preparing for a quiz, examination or even filling out application forms, completing assignments, projects. There are innumerable testimonials stating how effective these methods prove to be.

Coordination that is better communicative skills while working in teams for assignments or on projects, communication is key to ensure smooth functioning. Working as part of a team the requirement for good coordination skills. Coordination ensures smooth functioning and polishes the overall organizational skills of the team as a whole. Coordination and communication also prevent misunderstandings as well as increase efficiency.

Self Motivated that the ability to get things done despite the obstacles or constraints is called being resourceful. This includes approaching difficulties faced head-on and optimizing resources to handle the problems. To prevent these setbacks from affecting the pre-decided flow of work, one must ensure to be resourceful. It is one of the key organizational skills. Self-motivation is to push yourself harder in face of adversities. It helps secure faith in oneself that they possess the skill required for the task and also the competency for achieving their goals.

Multitasking that the key to completing the desired work in a shorter period of time, one must learn the art of multitasking. Organizational skills are developed gradually and perfected over some time. The key to being better at it is to keep at it despite the setbacks. Multitasking could prove to be a difficult skill to master, but once learnt it can help improve efficiency.

In conclusion, people with strong organizational skills are essential to help a business function successfully by ensuring operational efficiency. These skills are needed in the workplace to increase productivity and ensure company goals are consistently met. Organizational skills are also foundational in that they often support the growth and development of other proficiencies such as critical thinking and communication. People with sharp organizational skills may also receive promotional opportunities, leadership roles or higher-level responsibilities.

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