



## Planning and Organizing Resources

The resource links are meant to be reviewed and considered for incorporation into your training materials, if they meet the specific needs and/or experience level of your Participant group.

### Videos

- P-20 Network Blog & Virtual Trailheads - Lisa Sharp, Architect, emphasizes the importance of thinking ahead and planning, especially when working with so many different people.  
<https://p20network.niu.edu/career-pathways-virtual-trailheads-lisa-sharp-architect/>
- Bunn-O-Matic employees discuss the importance of planning and organizing their day and projects to be as productive as possible.  
<https://youtu.be/mmWgd3bU4TE>
- Project Management: How to Break Down Projects.  
<https://www.youtube.com/watch?v=zlnVc1nBTto>
- Project Life Master: Simple Productivity Tips for Getting Big Tasks Done.  
<https://www.youtube.com/watch?v=eNvLk4etqlA>

### Articles

- MindTools: How to be More Organized.  
[https://www.mindtools.com/pages/article/newHTE\\_76.htm](https://www.mindtools.com/pages/article/newHTE_76.htm)
- Top Organizational Skills Employers Value with Examples.  
<https://www.thebalancecareers.com/organizational-skills-list-2063762>
- 6 Rules to Effective and Planning and Organizing.  
<https://www.conovercompany.com/6-rules-to-be-effective-at-planning-and-organizing/>
- The Big Choice: "Planning and Organizing."  
<https://www.thebigchoice.com/graduate-jobs/careers-advice/planning-and-organising>