**Unit 205: Professional workplace standards**

**Worksheet 3: Organisational skills wordsearch**

**Organisational Skills**

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| F | Y | Q | D | L | F | T | C | D | M | B | Q | I | F | R | Q | O | W | N | N | S | T | X | U |
| W | G | O | R | G | Q | R | E | I | V | P | A | H | J | G | C | N | Y | P | L | Z | F | W | H |
| F | D | R | S | Z | S | G | V | K | J | F | L | W | T | Y | A | F | C | J | G | D | Q | B | U |
| O | K | F | C | S | T | O | Q | V | G | U | A | N | I | G | L | V | J | R | W | R | I | H | I |
| T | H | W | G | P | V | P | P | W | R | N | R | Q | M | O | E | I | W | V | E | A | E | C | U |
| C | N | T | N | S | X | K | W | V | A | C | M | B | E | L | N | E | E | L | Y | O | X | G | D |
| G | K | G | I | P | M | J | U | W | C | T | S | X | M | O | D | C | L | T | F | B | Z | C | E |
| J | J | S | T | R | Q | B | N | R | T | I | J | D | A | N | A | L | R | A | N | E | P | R | H |
| D | A | E | E | E | G | H | J | D | I | O | U | Q | N | H | R | L | R | Y | G | C | N | N | K |
| Z | C | I | G | A | D | F | S | U | O | N | I | D | A | C | S | W | Q | T | N | I | B | J | P |
| Q | Y | R | D | D | F | X | U | E | N | S | U | U | G | E | Z | E | J | L | I | T | F | I | R |
| Z | S | A | U | S | T | N | E | V | P | H | J | J | E | T | I | G | H | U | F | O | K | K | I |
| R | Q | I | B | H | I | O | C | E | L | E | T | H | M | V | Z | G | I | P | E | N | S | H | O |
| I | A | D | J | E | M | I | S | J | A | E | Q | B | E | K | Q | Q | K | L | I | G | E | H | R |
| B | M | C | W | E | E | T | E | R | N | T | Y | V | N | M | E | V | S | N | R | X | U | B | I |
| U | Y | Q | U | T | P | A | E | R | L | U | G | F | T | G | J | E | D | F | B | Y | Q | C | T |
| T | E | O | A | I | L | R | S | T | A | N | D | A | R | D | I | S | E | D | M | L | I | S | I |
| Q | L | H | N | H | A | A | S | M | I | S | E | E | N | P | L | A | C | E | O | K | N | S | S |
| A | C | B | Q | T | N | P | K | T | R | R | G | P | L | A | N | N | E | R | K | E | H | C | I |
| M | B | Q | J | D | Q | E | A | G | N | I | T | E | E | M | F | F | A | T | S | E | C | B | N |
| F | L | B | E | A | F | R | R | Y | C | S | P | G | W | H | Y | Z | U | E | Z | W | E | J | G |
| Z | A | V | E | Y | N | P | O | Z | X | V | M | W | G | E | E | M | B | T | Z | R | T | C | M |
| P | R | O | C | E | D | U | R | E | V | P | Y | T | I | L | A | U | T | C | N | U | P | S | E |
| M | H | I | S | J | Z | V | C | H | E | C | K | L | I | S | T | H | H | M | H | V | T | G | W |

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| Techniques | Prioritising | Technology |
| Time management | Weekly | Staff meeting |
| Notice board | Function sheet | Preparation |
| Calendar | Checklist | Briefing |
| Time plan | Mise en place | Standardised |
| Planner | Budgeting | Spreadsheet |
| Action plan | Diaries | Procedure |
| Alarms | Punctuality |  |