

Unit 205: Professional workplace standards

Worksheet 3: Organisational skills wordsearch

Organisational Skills

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

Techniques

Time management

Notice board

Calendar

Time plan

Planner

Action plan

Alarms

Prioritising

Weekly

Function sheet

Checklist

Mise en place

Budgeting

Diaries

Punctuality

Technology

Staff meeting

Preparation

Briefing

Standardised

Spreadsheet

Procedure