

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