

ORGANIZATION/PLANNING ABILITY

Synonyms: methodical, efficient, orderly, organized, systematic

She tries to keep her work space neat and orderly, meticulously organizing her calendar and planning each moment of each day.

A strong need for structure indicates that she likes to know what is coming up next.

He approaches his daily duties and responsibilities with care, taking however much time is required in order to handle matters to his satisfaction.

Organizing his time efficiently, he has the discipline to care for the important tasks and the smaller ones, too.

Here is a well organized, hard working individual who likes to operate within a neat, structured environment.

She is uncomfortable where a lot of mess and chaos exist and will do whatever it takes to create order.

Natural organizational ability is present, but neglect or omission of details tend to diminish her organization and follow through.

Planning her time and energy carefully she is not a slave to the schedule.

She makes the time to organize her work before she starts, taking the initiative with new projects.

Being an orderly person, you like to have things run smoothly. Therefore, you plan your activities carefully in order to allocate your time and energy constructively.

By looking ahead and considering what needs to be done compared with the available resources, the writer is able to plan efficiently for all exigencies.

She needs to know what to expect ahead of time, so it is important that she quickly be made aware of changes to be made in the

schedule, work force, or environment.

Her focus is on what she is doing at the moment, but she is also able to look ahead and keep a clear perspective of the whole picture. This allows her to plan, not only for her immediate needs, but also for the near future.

A forward-thinking individual, he focuses on results. Taking into account all the factors involved in a particular project and looking ahead, he calculates all the costs and visualizes a series of alternatives until he finds the most efficient and effective answers.

He is well organized and able to achieve peak performance. Through a harmonious balance between tensing himself for activity and relaxing at appropriate times, he maximizes his strengths and uses them constructively.

When it comes to planning her time and resources, she is efficient and adaptable. By keeping an eye on what is going on from moment to moment, she is able to make changes as she goes along. In other words, she is not a slave to detail nor does she try to foresee every contingency, but handles unexpected changes as they happen.

She plans ahead but doesn't spend more time on scheduling than necessary.

This is a dynamic, energetic worker whose zest for life prods him to accomplish his goals. He doesn't expect immediate results, but is capable of planning for the long term and working his plan.

Planning more free time for what you really want to do, rather than what you think is expected of you, will help ease some of the restlessness and eliminate the frustration you feel when you are unable to use your creativity as much as you would like.

Her well developed senses and good timing combine with flexibility to create planning ability.

He has confidence in planning and achieving what is planned; clarity in thinking and communicating.

She tends not to plan ahead sufficiently well or her involvement in activity will overshoot the plan.

He measures his actions and words most carefully, plotting out the next move.

Digesting what he learns and evaluating information carefully before making judgments, he carefully plans his actions in order to gain the strategic edge.

He plans so carefully that he leaves little or no margin for error.

She works hard and wants to accomplish the maximum amount possible in the time available. As a result, she may try to squeeze in too many activities for comfort. Some training to develop her time management skills may help her to be more balanced in the way she schedules her time.

His work style tends to be unsteady and he may not use his time wisely.

At times, he spends too much time on planning, while on other occasions he responds to spur of the moment impulses, rushing into things too quickly.

His well developed organizational and time management skills allow him to produce at peak effectiveness.

Making good use of his available time and resources, he puts first things first, making sure all the most important tasks are handled in good order.

There are times when she spends a great deal of energy on insignificant details, due to a sentimental and not entirely logical order of priorities.

He carefully digests what he has learned and prides himself on being factual and accurate. It is important for him to know in advance what is expected, how much time is required, and by what measure the work will be evaluated.

You have a well organized lifestyle and working habits.

There is so much going on in your life--mentally, physically,

emotionally--that if you weren't basically orderly you would go to pieces. Your saving grace is your sense of organization, which shows that you have an innate sense of structure.

Clear, well-organized, logical and business-like, you can handle details if and when you have to.

She won't agree to take on a project unless it fits into her own schedule. She has no difficulty saying no to people.

With rigid adherence to his own particular way of doing things, this applicant could react strongly to upsets in plans.

Over-emphasis in one area over another could limit this person's ability to effectively organize the whole.

Without a clear mental plan, total organization cannot be realized.

Taking on too many projects at one time makes it difficult, if not impossible, to see each project through to completion.

This individual may lack the ability to see spatial relationships and combine all the details into the total picture.