

# SELF & TIME MANAGEMENT

## Organizing Information

Three of the most common ways to organize information are **alphabetically**, **chronologically**, and **numerically**. Look at the examples in the items below and determine which of the 3 ways would be the best way to organize it. Most of the items can be organized in more than one way so give a reason for your choice.

### Example:

Books in a bookcase: *Alphabetically* by title

The reason: *It is easier to remember the title of a book than to recall the author, or when it was published or if it was the first, tenth or fiftieth book you bought or were given. It will be easier to locate on the shelf by title.*

My class assignments: \_\_\_\_\_

My reason: \_\_\_\_\_

My friends' telephone numbers: \_\_\_\_\_

My reason: \_\_\_\_\_

A series of comic books or magazines: \_\_\_\_\_

My reason: \_\_\_\_\_

The pages of my diary: \_\_\_\_\_

My reason: \_\_\_\_\_

A list of the students in my class: \_\_\_\_\_

My reason: \_\_\_\_\_

The photos in a childhood photo album: \_\_\_\_\_

My reason: \_\_\_\_\_

My friends' and family's birthdays: \_\_\_\_\_

My reason: \_\_\_\_\_

My CD collection: \_\_\_\_\_

My reason: \_\_\_\_\_

Books in a library: \_\_\_\_\_

## Soft Skills @ Work

