

ORGANIZING



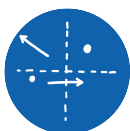
THIS IS THE AGILITY FOR CREATING AND MAINTAINING ORDER IN WORK TASKS.

Agilities are combinations of your work skills and interests. Use them to work more effectively in your career. People gifted in organizing are able to simplify and prioritize tasks, develop and execute plans, and manage resources and timelines. They are detail-oriented and effective at accurately maintaining information and records. This skill helps people work faster and more efficiently in their careers because they are able to create and follow schedules, coordinate activities, and create project timelines.

TELL EMPLOYERS THAT YOUR KNACK FOR ORGANIZATION CAN HELP THEIR COMPANY THRIVE BY USING THESE KEY WORDS:



Prioritize



Coordinate



Execute



Detail-Oriented

COVER LETTER PHRASES TO DESCRIBE THE ORGANIZING AGILITY:

- “My talent for organizing means that I will bring effective information management, coordination, and attention to detail to my new role.”
- “My ability to simplify and prioritize tasks allows me to focus on what matters most: organizing my work to support the goals of your company.”

YOUR NEXT STEPS FOR ORGANIZING:

Use and Grow Your Agility in Everyday Life

- Plan a trip with friends or family
- Coordinate a volunteer event
- Help a colleague organize a new office space
- Implement an information management system for your team

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