

ORGANIZING



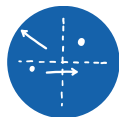
THIS IS THE AGILITY FOR CREATING AND MAINTAINING ORDER IN WORK TASKS.

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 ABOUT YOUR EXPERIENCE WITH THIS AGILITY BY USING THESE KEYWORDS:



Prioritize



Coordinate



Execute



Detail-Oriented

RÉSUMÉ EXAMPLE

Prioritized tasks, monitored resources, and sequenced work with strong attention to detail and accuracy.

JOB

Project
Coordinator

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

INTERACT WITH THE CAREER EXPLORER TOOLS®

- Find the Agilities needed for your dream job using the [Occupation Decoder](#)
- Find what occupations pay by #1 Agility using the [Occupation Explorer](#)
- Compare the Agilities of several occupations at once using the [Agilities Comparison](#)