



KITS WORK READINESS TOOLKIT

Module 6: Personal Administration & Organization

Objective

To help participants build reliable systems for managing documents, time, tasks, and priorities—so they can work efficiently, stay organized, and reduce stress in any professional environment.

Module 6: Personal Administration & Organization

Facilitator / Participant Guide Note

Purpose:

This module is designed for **independent completion or guided use**. Each section explains its objective, provides clear steps, and includes practical tools that can be used immediately.

How to Use This Module:

- Work through sections in order.
- Complete all worksheets honestly.
- Apply templates in real-life tasks, not just on paper.
- Revisit and refine your systems over time.

Outcome:

Participants will develop practical, repeatable systems for managing documents, time, and tasks—leading to improved efficiency, accountability, and workplace confidence.

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1. Managing Documents & Records

“Order is not pressure which is imposed on society from without, but an equilibrium which is set up from within.” – José Ortega y Gasset

Learning Note:

Disorganization costs time, credibility, and trust. Whether physical or digital, your documents tell a story about your professionalism. Good record-keeping is not optional—it is foundational.

Activity – Personal Filing System Worksheet

Document Type	Current Location	Ideal Folder / System	Action Needed
Personal IDs			
CV & Certificates			
Work Reports			
Emails / Attachments			

Reflection Prompts:

- Which documents do I struggle to find quickly?
- How has poor record management affected me in the past?
- What one improvement can I implement immediately?



2. Time, Task & Priority Management

“You will never find time for anything. If you want time, you must make it.” – Charles Buxton

Learning Note:

Time management is really priority management. Professionals are not busy by accident—they plan intentionally and execute consistently.

Activity – Weekly Priority Planner

Task	Urgency (High/Med/Low)	Importance (High/Med/Low)	Deadline	Status

Reflection Prompts:

- Which tasks consume my time but add little value?
- What does a productive day actually look like for me?
- How can I better protect my focus during work hours?



3. Personal Productivity Systems

“You do not rise to the level of your goals. You fall to the level of your systems.” – James Clear

Learning Note:

Productivity is personal. The best system is the one you can sustain. What matters is consistency, not complexity.

Activity – My Productivity System Design

Choose tools you will actually use:

- ☐ Notebook / Planner
- ☐ Digital calendar
- ☐ Task app
- ☐ Reminder alerts
- ☐ Daily review habit

My Daily Workflow (Describe):

Reflection Prompts:

- What productivity method has worked for me before?
- What usually disrupts my focus or consistency?
- How can I simplify rather than complicate my system?

4. Templates: Task Planners, Digital Trackers & Filing Systems

“A clear system creates mental space.”

Learning Note:

Templates remove friction. They help you focus on execution instead of constantly reinventing structure.

Included Templates (To Be Used or Adapted):

- Daily Task Planner
- Weekly Priority Tracker
- Digital Folder Structure Guide
- Simple Filing Checklist

Activity – Template Customization Worksheet

Template	Will I Use It? (Yes/No)	How I Will Customize It
Daily Planner		
Weekly Tracker		
Filing System		

Journaling Prompt:

"Describe how an organized workday would change your stress level, performance, and confidence."

5. Wrap-Up & Reflection

Key Takeaways:

- Organization is a professional advantage
- Clear systems reduce stress and improve reliability
- Time and task management reflect discipline and self-leadership
- Simple, consistent systems outperform complex ones

Action Steps:

1. Create or clean one digital or physical folder today.
2. Use the priority planner for the next 7 days.
3. Commit to one productivity habit you can sustain.

Daily Task Planner

Time / Block	Task Description	Priority (H/M/L)	Estimated Time	Status	Notes

Usage Tip: Focus on 3–5 critical tasks per day to avoid overload.

Weekly Priority Tracker

Task / Goal	Importance (H/M/L)	Urgency (H/M/L)	Owner	Deadline	Progress

Usage Tip: Review this table at the start and end of each week.

Digital Folder Structure Guide

Folder Category	Suggested Folder Name	Contents Description	Last Reviewed
Personal IDs	01_Personal_IDs	Passports, IDs, licenses	
Career Docs	02_CV_and_Certificates	CVs, certificates, transcripts	
Work Projects	03_Work_Projects	Reports, drafts, presentations	
Finance	04_Finance	Payslips, invoices, receipts	
Training	05_Training	Course materials, notes	

Usage Tip: Use numbering to keep folders in a logical order.

Simple Filing Checklist

Item	Filed Correctly (✓)	Location	Review Date
CV & Cover Letters			
Certificates			
Work Reports			
Financial Documents			
Emails & Attachments			

Usage Tip: Schedule a monthly filing review to stay organized.