

# Assessing Organizational & Planning Skills

Organizational and planning skills are essential for the long-term success of your business. Firms that possess human resources with exceptional skills have a long-term focus and are more likely to use their skills to take advantage of emerging opportunities.

How would you rate your organizational and planning skills? They help you focus on identifying project objectives, organizing information, developing action plans, implementing and evaluating plans, and paying attention to details. Use the items below to assess your organizational and planning skills.

	Unsatisfactory	Weak	Average	Good	Exceptional
1. Manage your time effectively.	1	2	3	4	5
2. Avoid getting "side-tracked" and losing focus.	1	2	3	4	5
3. Accomplish day-to-day tasks using an orderly approach.	1	2	3	4	5
4. Pay attention to details.	1	2	3	4	5
5. Synthesize information from a variety of outside sources when making major decisions.	1	2	3	4	5
6. Develop specific plans of how to accomplish major projects.	1	2	3	4	5
7. Organize information for developing specific plans.	1	2	3	4	5
8. Develop and implement "action plans" of how to accomplish tasks.	1	2	3	4	5
9. Implement plans in an orderly fashion.	1	2	3	4	5
10. Evaluate plans so that improvements and adjustments can be made.	1	2	3	4	5

This institution is an equal opportunity provider. For the full non-discrimination statement or accommodation inquiries, go to [www.extension.iastate.edu/diversity/ext](http://www.extension.iastate.edu/diversity/ext).

Prepared by Don Hofstrand,  
retired extension value added  
agriculture specialist

[www.extension.iastate.edu/agdm](http://www.extension.iastate.edu/agdm)

Reviewed December 2020