

# Types of Organizational Skills

Time management

Prioritization

Planning and scheduling

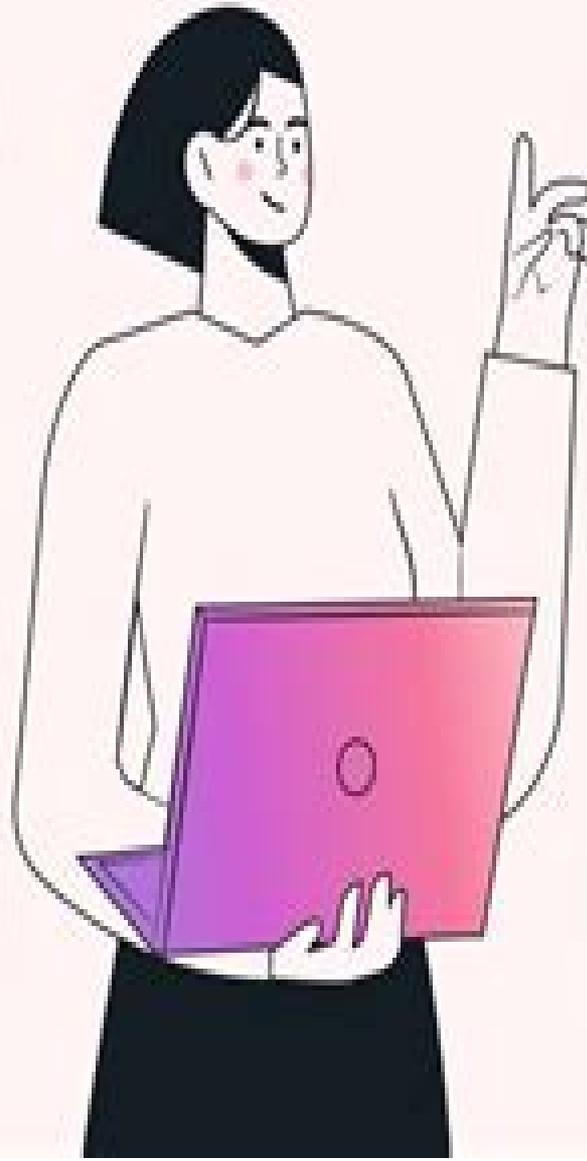
Task delegation

Information management

Communication

Problem-solving

Record keeping



# Organizing And Organizations

**JA Banks**



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