

## 1.02 Guided Practice-How to Improve Organizational Skills Through the Use of Graphic Organizers



**Directions:** Taken from the online article, **How to Improve Organizational Skills Through the use of Graphic Organizers** by Tara Duggan, Demand Media <http://smallbusiness.chron.com/improve-organizational-skills-through-use-graphic-organizers-279.html>.

**Use the information found in each step to draw examples of the visual aids referenced in each step below. Show your work in the space given. Give a description of an appropriate usage.**

<p><b>Step 1</b></p> <p>Use lines, boxes and colors to explicitly show how information is related.</p> <p>Create a series of pictures to show a progression of relationships.</p> <p>Graphic organizers help visual thinkers arrange their ideas and thoughts.</p>	<p>An example would be to draw <b><u>a flow chart</u></b> used to show the names of the department heads.</p>
<p><b>Step 2</b></p> <p>Create tables to help you plan activities. For example, create a column and list what you know about a topic. Create a second column to determine what you want to accomplish. Make a third column to list how you will know when you have successfully achieved your goal. Finally, create a fourth column to list how you can investigate further, including additional resources and information.</p>	
<p><b>Step 3</b></p> <p>Draw a picture resembling a spider web to help you decide what part of a topic or issue is most important. Start by drawing a circle in the middle of a page. List the main topic in the middle of the circle. Then draw smaller circles around the main topic and write words or phrases related to your topic. Number the smaller circles to prioritize their importance.</p>	
<p><b>Step 4</b></p> <p>Construct concept maps (also known as mind maps) to help you troubleshoot problems. Start by drawing a circle in the center of a page. Write the problem in the circle. Draw smaller circles around the main circle. Draw lines to connect them. In the circles, list symptoms of</p>	