

## **Module 7 v Activity 8 v ORGANIZATIONAL SKILLS**

### **Workplace Survival Kit**

A TOOTHPICK to remind you not to be too picky.

A LOLLIPOP to help you lick your problems.

A RUBBER BAND to help you be more flexible.

A PAPER CLIP to help you hold things together.

A CAMEL to help you be sweet and thoughtful to others.

A STICK OF GUM to give you "stick-to-it-iveness."

A PIECE OF STRING to help you tie up loose ends.

A PIN to help you pinpoint problems so that you can deal with them.

A BUTTON to remind you to not let other people "push your button" unnecessarily.

A PENNY so you will have enough "cents" to realize what a valuable person you are and what you can contribute to your job.