

Work Skills List

PURPOSE SKILLS

↳ Manage time

- Plan day
- Look at priorities & make to do list
- Act – on one task at a time
- Note peak time & use it well
- Include incoming tasks in system
- Take time to review progress

↳ Act on Priorities

- Master distractions
- Observe outcomes
- Very important pursuits
- Engage interest & energy
- Intrinsic or extrinsic
- Tangible or intangible

↳ Plan

- Problem solve
- Look at options
- Actively select important priorities
- Notice results
- Take time to think
- Schedule actions

↳ Priorities

- Give BIG Impact
- Requirements that are urgent
- Extend HIGH Engagement
- Are important AIMS
- Target good Return on Investment

↳ Plan strategically (long term)

- Mission
- Vision
- AIMS active, inspiring, meaningful
- Values

↳ Set goals

- Written
- Objectives & key results
- Really specific & measurable
- Keep you motivated

↳ Select key results

- Measurable
- Evidence -sensory
- Accurate
- Specific
- Understandable
- Relevant to results
- Explained simply

SELF MANAGEMENT SKILLS

↳ Focus

- Find feedback
- Observe outcomes
- Concentrate
- Use routine
- Stop distractions

↳ Adopt a growth mindset

- mistakes are learning
- interpret problems as challenges
- progress is possible

↳ Self-discipline

Determination
Grit

↳ Self-motivation

- Mastery, Autonomy, Purpose
- Observable outcomes
- Valued contributions
- Engage interest and energy
- Intrinsic or extrinsic

- Tangible or intangible

PERSONAL QUALITIES

↳ Work ethic

- Discipline
- Exercise willpower
- Steady effort
- Inspire flow
- Remember purpose
- Exclude distractions

↳ Integrity

- Follow through on promises
- Always honest
- Responsible & reliable
- Respectful

↳ Courage

- Confront fears
- Open to new
- Use strengths
- Resilience
- Authentic
- Grit and growth
- Emotionally smart

PEOPLE SKILLS

↳ Communication

- Clear, concise, complete, considerate
 - Listen actively
 - Observe responses
 - Connect with empathy
 - Know process and methods
- Storytelling & Presentations

↳ Likability

- Smiles
- Warmth

Work Skills List

- Attentive
- Responsive & interested
- Maintain good eye contact
- Sustain charm, confidence, & curiosity

↳ Access Emotional intelligence

self awareness
self regulation
self motivation
social skills
empathy

↳ Personal Branding

- Discover compelling purpose
- Define clear brand promise
- Design creative marketing materials
- Deliver the promise consistently

↳ Networking

- Objectives: meet people, get ideas, etc.
- Prepare introduction (elevator pitch)
- Extend a hand, exchange business cards
- Note to follow-up and follow through
- Share information & introductions

WORK SKILLS

↳ Meetings

Prepare: review agenda
Attend and listen
Participate: contribute ideas & opinions

↳ Excellent Customer Service

Look & welcome with a friendly smile
Offer to help
Listen and respond with answers

↳ Selling/Influencing

- Prepare (product/service knowledge)
- Identify target audience

- Target key drivers (needs)
- Communicate with confidence
- Highlight the benefits (USP)

↳ Teamwork

- Target trust with clear communication
- Respectfully handle conflicts
- Act with accountability
- Concentrate on outcomes and results
- Keep commitment strong

INFORMATION SKILLS

- Locate information
- Evaluate sources & validity
- Analyze data: apply logic & statistics
- Data visualization

CAREER SEARCH SKILLS

- ↳ Write cover letters
- ↳ Resumes
- ↳ Apply for jobs
- ↳ Prepare for Job interviews

COMPUTER SKILLS

- ↳ Operating systems
- ↳ Programs
- ↳ Email
- ↳ Net

PERSONAL FINANCIAL SKILLS

Budgets
Credit
Insurance
Investments
Net worth
Taxes

LEADERSHIP SKILLS

Coaching and training
Constructive Feedback
Conflict Resolution
Decision making
Delegation
Envisioning
Motivation and engagement
Coaching
Problem solving
Team Building

BUSINESS SKILLS

Startup
Product development
Models
Markets
Measures
Management
Operations
Promotion
User experience

BUSINESS FINANCIAL SKILLS

Budgets
Capital
Cash flow
Expenses
Financial statements
Fundraising
Income
Margins
Profit