

Attention to Detail Skills

Organization Skills

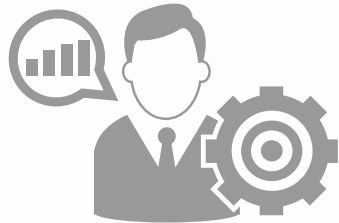


- Use tools like calendars, day planners, highlighters, and any kind of apps and programs created to help you stay highly organized.



Time Management Skills

- set goals
- prioritize your goals
- create a schedule
- make lists
- break large tasks into smaller tasks
- balance work and leisure



Analytical Thinking

- gather and analyze information
- look at situations through different points of view
- problem-solving skills



Active Listening Skills

- eye contact
- avoiding distractions
- body gestures
- giving feedback



Observation Skills

Find ways and tools to improve your keen sense of observation such as: going for a walk, and observing everything occurring all around you; asking questions to people or in your mind.