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.

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