


A detailed close-up photograph of a mechanical watch movement, showing various gears, jewels, and metal components. The image is partially overlaid by a green semi-transparent shape on the right side.

Time Management

Involves managing time effectively, including setting deadlines and schedules, and allocating time to tasks based on their relative importance.

A blurred office desk scene featuring a laptop, a white mug, papers, and glasses. The text "Soft Skills = Life + Job" is overlaid in the center.

Soft Skills = Life + Job

SKILLS



**SKILL 1: FOCUS ON
WHAT'S IMPORTANT**



**SKILL 2:
ORGANIZATIONAL SKILLS
AND FLEXIBILITY**



*IMPORTANT: EACH PERSON HAS
DIFFERENT SITUATION IN WHICH
THESE SKILLS ARE APPLICABLE*

SKILL 1: FOCUS ON WHAT'S IMPORTANT

HOW?

Establishing a **GOAL SETTING** the ones that are more:

- Meaningful accordance with your values, priorities, aspirations and RESOURCES.
- Benefits in terms of productivity, and so motivation.

THEY HAVE TO BE

- Specific: clearly defined to be focus.
- Measurables: in time and progress.

SKILL 2: ORGANIZATIONAL SKILLS AND FLEXIBILITY

HOW? PRIORITIZING HOW?

- Decision-making: ability to make informed decisions about which tasks or goals are most important, based on factors such as urgency, impact, and available resources.
- Organization: ability to manage multiple tasks or projects simultaneously and keep track of progress and deadlines.
- Flexibility: ability of change over time based on shifting circumstances or new information.

+ COMPETENCIES

- Open-mindedness: being receptive to new ideas, perspectives, and feedback.
- Collaboration: the ability to work effectively with others, including those with different backgrounds and styles.
- Creativity: the ability to come up with unique and innovative solutions to problems = think outside the box.

*LET'S SEE NOW HOW YOU
MANAGE YOUR TIME AND
GOALS!!!*



**BOOST
TRAIN & RETAIN**



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