

Key Life Skills for a Successful Career & Life



Have you Mastered These Key Life Skills?

1. **Personal Money Management** – Manage your finances effectively, make informed money decisions, & maintain a written financial plan.
2. **Problem-Solving** – Ability to analyze challenges & create solutions to improve situations.
3. **Collaboration** – Work effectively with others to achieve shared goals.
4. **Creativity** – Think innovatively & explore solutions outside the box.
5. **Neutral Mindset** – Remain open to seeing the bigger picture, considering both positive & negative perspectives.
6. **Ethics** – Do the right thing & strive to avoid harm in all your actions.
7. **Building Social Capital** – Create & maintain meaningful connections with others.
8. **Understanding Capitalism** – Recognize that being capitalistic involves creating value, not just making money for yourself.
9. **Leadership** – Demonstrate responsibility & guide others effectively.
10. **Proactive Listening & Effective Communication** – Practice understanding others while sharing your ideas clearly.
11. **Time & Project Management** – Deliver quality work on time by prioritizing & managing tasks efficiently.
12. **Acing the Job Interview / Crafting a Winning Resume** – Stand out, show value, & land the job.



Food for Thoughts - "Life is 10% what happens to us and 90% how we react to it." - Charles R. Swindoll