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Useful skills that will be effective in any profession.

Who will I become when I grow up? Some people have already found the answer for this question, while the others are only searching for their own way. Any profession requires a set of specific skills, attainments and knowledges. However, there are some cross-cutting skills, that you can use in any area.

- An ability to express your ideas orally and in writing.

This skill would help you in applying for a job and even in everyday communication with colleagues and bosses. It develops with regular practice: prepare reports, make presentations at school and university. You can go to courses in oratory or business correspondence, it is possible to study watching videos of good speakers.

- An ability to make useful contacts or networking

This will help your successful career development, professional and personal growth. Yes, having a lot of good acquaintances, you can greatly simplify your professional and personal life. You can start improving

this skill directly from social networks: design your profile to show people who you are and what you do. Mark the keywords by which like-minded people will be able to find you and by which you will be able to find them.

- Time management skills

The ability to rationally allocate your time and prioritize things is valuable for any profession. This way you will be able to increase not only your productivity but also find time to have a rest and clear the day from unnecessary occasions. This skill develops from keeping a daily planner, making plans for the day and week. Try to split huge cases into small tasks - and you will be surprised how quickly and easily they will be implemented.

- An ability to adapt to the new and unknown.

The skill of rapid adaptation will help you quickly get used to a new job and to unknown people in the team, competently analyze the situation and choose the appropriate tactics of behavior. You can improve it through practice: establish contacts with strangers, keep a positive attitude in incomprehensible situations, show friendliness to people.

- An ability to think outside the box.

Creativity will help you break away from traditional



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problem solving patterns, quickly find a way out of situations and generate interesting ideas. It can be developed through broadening your horizons and through creative hobbies.