

Student's Name Mikhail Basiljev«28» February 2022 time 19:30 Teacher's Name I. M. Volkova

Useful skills that will

help you in any profession

Who will I be when I grow up? Someone has already found the answer for this question, someone is still searching his way. However, there are some universal skills you can apply to any field.

- The ability to express your ideas both orally and in writing. This talent will help you both when applying for a job, and in daily communications with your colleagues and superiors. It develops with regular practice: prepare reports, make presentations at school and university. You can go to oratory or business correspondence courses, you can learn from videos made by good speakers.

- The ability to make useful contacts or networking. This will help to succeed in career, professional and personal growth. Well and, having a lot of useful acquaintances, you can greatly simplify your professional and personal life. Start developing this skill with social networks: formalize your profile this way that it is clear who are you and what you do. Mark the key words that could help your associates find you and the ones that could help you find them.

- Time-management skill. The ability of rational allocating your time and setting priorities in business is valuable for any profession. This way you can not only increase your productivity but also catch a moment for rest, as well as clean up the day from unnecessary tasks. This skill can be provided by keeping a diary, ^{and by} making plans for day and week. Try breaking bulky cases into

small ones and you'll be surprised how fast and easy they'll be realized

- The ability to adapt to new and unknown. The skill of fast adaptation will help you to get quickly used to a new job and unknown people, to analyze the situation properly and develop an appropriate behaviour. It can be developed by practising: establish contacts with strangers, keep in a positive mood in incomprehensible situations, be friendly to others.

- The ability to think outside the box. Creativity will help you ^{deviate} ~~incubate~~ from traditional tasks solutions, quickly find a way out of troubles and generate interesting ideas. You can develop it by broadening your horizons and having creative hobbies.