

How to make Essentials Skills part of your daily routine

There are nine essential skills at play in our daily life. Being open to keeping these nine skills sharp can help you stay motivated and happy in the workplace. They can also help lead to career advancement. Here are nine suggestions about how you can make your essentials skills a focus in the workforce.

Reading

Do you have some downtime in between projects or tasks at work? Why not dedicate that time to reading a section of the newspaper or a chapter in the new equipment manual? Spending an extra 15 minutes a day reading will help keep your skills sharp and your mind active.

Document use

Meeting with an HR professional and looking over your forms such as health benefits, insurance policies, and vacation and sick days is a great method to go over information presented to you in a variety of ways. Every form is different. Ask what they all mean to ensure you are filling them out correctly.

Numeracy

At the end of every month, add up all of your expenses including rent or mortgage, loans and bills. Once you are finished, subtract this amount from your paycheck. By doing this every month it helps see how much you are saving and what areas you need to focus on spending less.

Writing

Send an old friend a hand-written note or email as a way to catch up. Let them know what you have been up to and ask them what's going on in their lives. By reaching out, you are practicing writing and typing skills all while rebuilding relationships.

Oral communication

For your next staff meeting, arrive ready to interact. Have a few questions prepared and also ask the other staff if they have any questions for you. This is a great way to gain confidence with public speaking.

Working with others

Organizing a barbeque is an excellent way to spend time with fellow co-workers. Get a few people from different departments involved to help inform everyone, purchase food items and clean up after. This will encourage other departments to engage outside of the office and enjoy a sunny day together.

Thinking

Filling out the crossword on your commute to work is a great way to have your thinking skills going before you arrive. Start small and allow yourself to leave a few answers empty. After a little while, you will be a pro and have the entire crossword completed everyday!

Computer use

Are you still thinking about going on vacation this summer? Over lunch research where you want to go and keep track of anticipated costs. Compare this list to your proposed budget for the trip. This will help you improve your skills in Microsoft Word and Excel. When it comes to planning, these applications will be your new best friend.

Continuous learning

Take the initiative and ask the HR department if there are any training courses available for you to attend. This is a great way to keep up-to-date with the latest technology and tools being used in the office. If the company does not offer any learning sessions, approach your boss and inform them of your interest to look for sessions you can attend outside the workplace.