



WORK SKILLS

Quest Forward Learning



FOCUS

Focus on relevant information and tasks without getting easily distracted, shift tasks effectively, and take mental and physical breaks when needed and appropriate.



PLAN

Plan to complete activities, artifacts, and projects, identifying actions, steps, and sequences of events. Identify realistic deadlines and prioritize tasks. Manage time effectively in order to meet deadlines. Keep track of tasks and deadlines using a calendar, planner, and/or other tools.



MAKE AN EFFORT

Put effort into the work you do. Take initiative, make your work your own, and work hard to achieve goals. Create something you're proud of, but also identify when it is time to move on even if artifacts and other work products do not feel perfect.



DOCUMENT

Effectively take notes to keep track of ideas and information and use tools to organize and remember ideas (e.g., annotations, mindmapping).