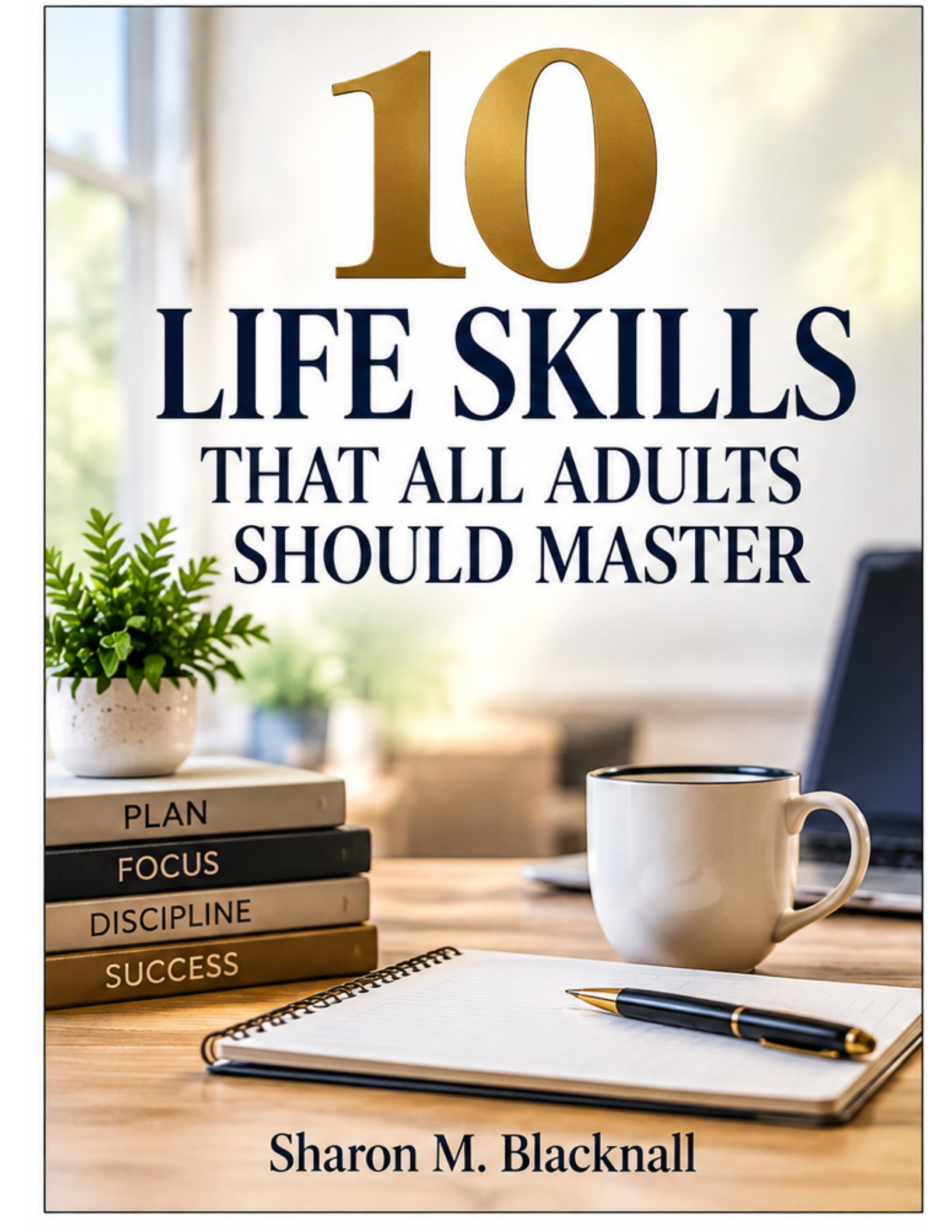




10

LIFE SKILLS

THAT ALL ADULTS
SHOULD MASTER



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There are technical skills that one learns as an adult to perform a job or task correctly. And then there are important life skills that all adults should learn to not only be able to survive in this world but thrive and flourish successfully.

MASTER THE FOLLOWING SKILLS AND REAP THE BENEFITS:

1. REMEMBER – FIRST IMPRESSIONS ARE FOREVER.

It is very difficult to overcome a negative first impression. Most people form an opinion about a person in the first 60 seconds of introduction, and it can take a significant amount of time and energy to change that impression.

- Make an effort to always dress appropriately for each occasion.
- Genuinely smile and be approachable when networking with others.
- Use the other person's name in your conversation to help recall it later.
- Show some overall enthusiasm for life in general and your projects.
- Be an **attentive** listener and do not interrupt the speaker repeatedly.
- Be polite and respectful.
- Be confident, or at least appear to be so even if you are shaking!

2. BE PREPARED AND ON TIME FOR JOB INTERVIEWS.

Interviewing well is one of the most important skills a person can master. Practice your answers ahead of time. If you interview poorly, it could be the difference between being offered an hourly wage job versus a salaried managerial position. Also, whether it is an interview for a job or tryout for a sports team, **BE ON TIME!** It shows you respect their time.

3. LEARN TO DEAL WITH BEING UNCOMFORTABLE.

Sometimes, being uncomfortable prods people into bigger and better situations. People make a lot of poor decisions by seeking comfort in non-beneficial ways. Embrace discomfort and use the opportunity to grow!

4. LEARN TO MAKE WISE DECISIONS.

We often make decisions that will make us feel better in the short-term, and do not consider the ramifications of those decisions, such as spending money on something we do not really need.

- Wise decisions should always support your long-term goals and be beneficial to your future.

5. SET REASONABLE AND ACHIEVABLE PRIORITIES.

By setting priorities that are S.M.A.R.T. (Specific, Measurable, Attainable, Realistic and Timely), you are more likely to reach your ultimate goals.

6. DON'T BE AFRAID TO ASK FOR HELP.

No one can do everything for themselves. As much as we like to think of ourselves as being self-sufficient, there are some tasks that we must rely on other's expertise. Surgeons, mechanics, and dentists are just a few of the examples of specialties we need help with. So, we should never feel inadequate or embarrassed when asking someone for help.

- It is a lot easier to ask for a ride than it is to walk three miles because your car will not start.
- Do not ever hesitate to seek professional help for mental health issues rather than attempting to deal with them alone.

7. LEARN ALL YOU CAN ABOUT PERSONAL FINANCE.

Most stress or misery people will face in life usually can be traced back to money. Excessive debt and spending, and too little savings can ultimately lead to a host of problems. Strive to become an expert on personal finance.

8. CONTROL YOUR THOUGHTS.

You are what you think about the most. If you want positivity and good to manifest in your life, you must envision the life you want and think positive. If you constantly focus on negative thoughts, you are going to be unhappy.

9. DEVELOP YOUR PUBLIC SPEAKING SKILLS.

Public speaking is one of the most valuable skills that you can develop. You set yourself apart when you learn to speak well to a group of people.

10. LISTENING SKILLS ARE PARAMOUNT TO SUCCESS.

Most people are terrible listeners. They do not listen to understand, instead they are listening to respond. This one skill and the ability to master it effectively can be the difference between being an okay leader and a great leader. Remember, “Silent” and “Listen” consist of the same letters.

CONCLUSION: By mastering the skills listed above, you will set yourself up for success in any field you choose and/or in life. These skills are not hard to learn and if you focus on developing them one at a time, you will stand a greater chance of successfully integrating them into your daily life and when interacting with others. And finally, do not forget to always show kindness to others because you never know what a person is going through, and your act of kindness may make a huge difference in their day. Good luck!