



# 10 Skill Sets for Success in Career and Citizenship

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## Skill Set 1: Taking Responsibility

- 1 - Motivate Yourself
- 2 - Be Ethical
- 3 - Manage Your Time
- 4 - Manage Your Money



## Skill Set 6: Influencing People

- 19 - Manage Effectively
- 20 - Sell Successfully
- 21 - Politick Wisely
- 22 - Lead Effectively



## Skill Set 2: Developing Physical Skills

- 5 - Stay Well
- 6 - Look Good
- 7 - Type Well
- 8 - Write Legibly



## Skill Set 7: Gathering Information

- 23 - Search the Web
- 24 - Use Library Holdings
- 25 - Use Commercial Databases
- 26 - Conduct Interviews
- 27 - Use Surveys
- 28 - Keep and Use Records



## Skill Set 3: Communicating Verbally

- 9 - Converse One-on-One
- 10 - Present to Groups
- 11 - Use Visual Displays



## Skill Set 8: Using Quantitative Tools

- 29 - Use Numbers
- 30 - Use Graphs and Tables
- 31 - Use Spreadsheet Programs



## Skill Set 4: Communicating in Writing

- 12 - Write Well
- 13 - Edit and Proof
- 14 - Use Word Processing Tools
- 15 - Master Online Communication



## Skill Set 9: Asking and Answering the Right Questions

- 32 - Detect Nonsense
- 33 - Pay Attention to Detail
- 34 - Apply Knowledge
- 35 - Evaluate Actions and Policies



## Skill Set 5: Working Directly with People

- 16 - Build Good Relationships
- 17 - Work in Teams
- 18 - Teach Others



## Skill Set 10: Solving Problems

- 36 - Identify Problems
- 37 - Develop Solutions
- 38 - Launch Solutions

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