



# Work Skills

## Quest Forward Learning



### Focus

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



### Work Efficiently

Put effort into the work you do, work hard to achieve goals, but also identify when it is time to move on even if artifacts and other work products do not feel perfect.



### Plan and Achieve Goals

Plan for a week and a day and to complete an extended project or activity, identifying actions, sub-steps and sequences of events. Work towards and achieve goals, reflecting and evaluating progress along the way.



### Manage Time and Resources

Identify realistic deadlines, prioritize tasks, and manage time effectively in order to meet deadlines. Leverage resources available to you when appropriate, such as support from peers or mentors.



### Organize

Keep belongings and personal and shared spaces clean and keep track of tasks and deadlines using a calendar, planner and/or other tools.



### Document and Take Notes

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