



Life Skills



Speak

- Organize thoughts,
gather data,
articulate



Communicate

• Speak, listen, write,
read



Estimate

- Guess based on past experience



Evaluate

- Judge based on facts and figures



Set Goals

- Predict and estimate time, outcome and effect of goals



Persuade

- Convince, argue on behalf of a position



Follow Directions

- Listen or read and take steps leading to a destination



Read

- Understand the meaning of words



Negotiate

- Listen, speak and reach agreement



Listen

- Good hearing, eye contact, body language, attention



Plan

- Make a future goal



Prioritize

- Weigh the importance of one item over another
- Compare, rank



Predict

- Understand cause and effect
- See patterns which lead to a result



Investigate

- Research, predict and observe



Self-Assess

- Measure success
- Determine what needs improvement



Manage Time

- Plan and prioritize tasks to complete them in the available time



Interview

- Collect information
- Question and listen



Teach

- Present skills & knowledge to others



Write

- .Communicate thoughts, concepts and ideas
- .Understand words, organize and spell



Present

- Demonstrate and explain



Synthesize

- Putting parts together to make a whole



Summarize

- Analyze and present the main points



Analyze

- Separate into parts to determine the whole



Appraise

- Determine the value of something



Categorize

- Separate into parts



Perceive

- See, hear, touch and notice details
- Requires insight



Multitask

- Prioritize and complete assignments