





**ORGANIZE SELF**  
J

Manage time J1				Prioritize J2				Multi-task J3				Use organizational tools J4			
1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4

**MANAGE YOUR CAREER**  
K

Work within organization's culture K1				Comply with organization policies K2				Adapt to organizational dynamics K3				Respond to organizational values K4				Identify opportunities K5				Be a continuous learner K6				Demonstrate positive work ethic K7				Keep options open K8							
1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Balance work and life responsibilities K9				Plan for self development K10				Maintain professional designation K11																											
1	2	3	4	1	2	3	4	1	2	3	4																								

**USE TECHNOLOGY**  
L

Apply tools appropriately L1				Use telephone L2				Use e-mail L3				Use database software L4				Use word processor software L5				Use spreadsheet software L6				Use presentation software L7				Use accounting software L8							
1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Use organizational chart software L9				Use flowcharting software L10				Use design software (CAD/CM) L11				Keyboard L12				Use office equipment L13				Use internet/intranet L14				Use integrated business applications (PeopleSoft/SAP) L15				Use in-house applications L16							
1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Manage files/records L17				Publish to network/internet L18																															
1	2	3	4	1	2	3	4																												

**DEVELOP POSITIVE RELATIONSHIPS**  
M

Be trustworthy M1				Be positive and nice M2				Be dedicated M3				Show integrity M4				Respect others M5				Contribute to a respectful workplace M6				Resolve conflicts M7				Be dependable M8							
1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Follow through M9				Use human relations skills M10				Co-operate M11				Take direction M12																							
1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4																				

**ACHIEVE RESULTS  
N**

Set smart goals N1	Be accountable N2	Create a timeframe N3	Complete the task N4	Work within a timeline N5	Adjust and respond to change N6	Evaluate progress N7	Evaluate results N8
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Sign off N9	Use available resources N10						
1 2 3 4	1 2 3 4						

**LEARN CONTINUOUSLY  
O**

Self assess O1	Learn new skills O2	Learn from mistakes O3	Focus self-development with organizational goals O4	Keep current within occupation O5	Identify trends O6
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4

**MANAGE PROJECTS  
P**

Define project scope P1	Assess resources P2	Identify stakeholders P3	Schedule project P4	Manage schedule P5	Identify dependencies P6	Seek appropriate approvals P7	Manage risk P8
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Plan P9	Manage resource gaps P10	Manage quality of output P11	Delegate tasks P12	Create work breakdown structure P13	Manage project change P14	Obtain and provide feedback P15	Manage group dynamics P16
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Define deliverables P17	Report project status P18	Develop work estimates P19					
1 2 3 4	1 2 3 4	1 2 3 4					

**APPLY BASIC BUSINESS SKILLS  
Q**

Use business math Q1	Work within protocol Q2	Use basic accounting skills Q3	Use business etiquette Q4	Work within organizational structure Q5	Apply basic economics Q6	Provide customer service Q7	Adjust to work environment Q8
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Identify business functions within an organization Q9	Use workplace terminology Q10						
1 2 3 4	1 2 3 4						