detail oriented

the skill of paying close attention to all of the small particulars when working on a task or project

Detail-oriented: a skill you've likely used to describe yourself on your resume or in a job interview at one point or another. What does it actually mean?

A detail-oriented person exercises extreme attention to detail. They're thorough, accurate, organized, and productive. They seek to understand both the cause and effect of a situation. So, detail-oriented people focus on the details and pay extra close attention to the little things, but that sounds a bit high-level to be a quality an employer can't live without, right? Let's break down what detail-oriented skills people have:

THEY REMEMBER THE LITTLE THINGS. Details. Details. Details. Meaning they remember things above and beyond the norm. They actually remember people's names after being introduced and they don't forget birthdays, let alone deadlines (no matter how big or small). *What happens if you want to remember the deets, but know you're too forgetful? Not a problem!* **Acknowledging that you're not the best at remembering is half the battle.** *Use tips like taking thorough notes in meetings (handwritten or digital), setting reminders in your phone, and adding important dates and information to your calendar to guarantee you don't forget.*

THEY PROOFREAD (MULTIPLE TIMES). It's common practice to proofread your work before you turn it over to your boss or even an email before you send it to a friend. But for those that are detail-oriented, proofreading isn't a one and done kind of deal. Proofreading multiple times ensures you're representing your best self before you hit send on that email and that you've put your best work forward before your big presentation. It can also help avoid embarrassing mishaps down the road.

THEY ASK CRITICAL QUESTIONS (AND A LOT OF THEM). Asking questions ensures they fully understand whatever it is they're doing. They don't go into projects blind or assuming anything. They ask probing questions to gain a complete understanding of what it is they're trying to accomplish, why they're working towards that goal and everything else in between. Having an analytical mind ensures that they don't let any details slip through the cracks.

THEY'RE INSANELY ORGANIZED. They live by their planner or their Google calendar. Their to-do list is likely color-coded and their bookshelf alphabetized. A key detail-oriented skill is organization. *Establishing a fool-proof system that works is essential to a high-efficiency work and personal life.* Strong organization sets a great example for your team at work and your friends and it shows them that you mean business. Keeping things in order ensures less stress, a greater sense of control, and sets you up for success.

THEY'RE ALWAYS PREPARED. Planning is the name of the game and they play to win. They come to meetings prepared, they plan ahead for projects, and they establish reasonable timelines. Detail-oriented people understand that planning sets themselves and their team up for success. Identifying potential roadblocks, doing the necessary research, and establishing a strategy before diving into a task or project helps to eliminate issues on the backend and ensure a smoother overall process.

THEY OPERATE WITH HIGH EFFICIENCY AND EFFECTIVENESS. High efficiency leads to maximum productivity, while high effectiveness means you're getting the job done right. Combine them both and you've found a recipe for success. *A key detail-oriented skill is time management.* This often means planning and preparing so you can dive into a task head-on and fully prepared. It also means that while you're working on a task, you're limiting distractions.

THEY ADD VALUE TO YOUR TEAM. Being detail-oriented means little if you're not adding value. Their team is likely in awe of their commitment to detail and consistent way of getting the job done. It's second nature for them to be a team player. Whether they're contributing with detailed-reports, thought-out plans, or comprehensive notes, you know you can count on them to bring something to the table.

In what ways are you detail oriented? In what ways could you improve?

CareGivers of America
Home Healthcare Services