

tough skills

10 of the toughest skills that should (and can!) be mastered for career success



**CareGivers
of America**
Home Healthcare Services

The best things in life often require you to exit your comfort zone. Career success doesn't come easily; otherwise, everyone would shoot to the top of their field!

Here are 10 of the skills which are perhaps the hardest to learn, but are the most worth learning:

Empathy. It's a hard one to learn, but not impossible. And it's incredibly valuable—both in the business world and in your personal life. If you can cultivate this kind of ability, you will go far.

Time Management. That thing you parents were always on at you about? Turns out it's pretty important. There's no one right way to gain this skill, but as long as you find a system that works for you consistently, you're golden. Employers will notice and be impressed.

Asking for Help. Knowing when you're in over your own head and need a hand is a very important thing. Being able to ask for that help is the next big thing. But both are invaluable. This is a tough one to break, but invariably makes you look more capable, rather than less.

Consistency. Do you have a tendency to take your foot off the gas when you reach the next milestone? This is career death. You have to work hard and keep working hard. That's how the most successful people get where they are.

Staying Positive. And not just about others—about yourself! Projecting confidence and cultivating positivity is very important. There will be times when no one else believes in you, but you should!

Knowing When to Stop Talking. If you're whining or ranting or just talking about your kids, it's always important to know when it's appropriate to walk away. Plus, learning to bite your tongue when riled and in danger of saying something you'll later come to regret is an important skill.

Listening. Start by practicing active listening—repeating back part of what the other person says to you, until you get more comfortable actually listening to what people are saying instead of waiting to say your next thing instead.

Avoiding Gossip. It's delicious and seductive to fall into the trap of talking about someone behind their back, but it can have disastrous consequences for your reputation and relationships. Learn to keep it classy and keep your head above the fray.

Controlling Your Thoughts. Don't let your own monkey brain or your emotions get the better of you. Continually direct your thinking toward the future, even if it is informed by the past. Move forward.

Being Present. People are constantly looking into greener pastures, dwelling in the past, or looking too far forward that they don't remember to be present today. Focus on where you are and what you are doing and try to find happiness in that moment. If you can do it now, you'll be able to do it in the future.