

The best soft skills

Do's



Growth Mindset

Embrace feedback, learning, and incorporate both



Professionalism

Be trusted to represent your organisation publicly



Active Listening

Be able to restate someone's point so they say - "Yes, exactly!"



Grit

Keep going resiliently

Don'ts



Growth Mindset

Think you know it all



Professionalism

Ever assume you can cross the line in more relaxed settings



Active Listening

Get so caught up in your response that you forget to listen



Grit

Shrink in the face of hard things



The best soft skills

Do's



Integrity

Be transparent and tell the truth, even with bad news

Motivation

Show initiative, starting projects early and independently

Collaboration

Work well with others, sharing info, ideas, and credit

Likeability

Make things easier for others whenever possible



Don'ts



Integrity

Think covering up will work

Motivation

Need constant hand holding and encouragement

Collaboration

Think "I could just do this faster myself"

Likeability

Be unnecessarily difficult



The best soft skills

Do's



Emotional Intelligence

Have control over your emotional responses



Self-Awareness

Understand how your actions are perceived by others



Time Management

Stay organized, finishing projects in a reasonable time



Reliability

What you say by when you say

Don'ts



Emotional Intelligence

Don't: Have hot-headed outbursts



Self-Awareness

Be arrogant, selfish, or act like you're above critique



Time Management

Procrastinate until you can't get help or finish on time



Reliability

Underperform promises or miss deadlines



The best soft skills

Do's



Adaptability

Change your approach when circumstances change



Communication

Speak and write simply and clearly, leading with conclusion



People Reading

Pay attention to reactions, body language, and mood

Don'ts



Adaptability

Stubbornly stick to your ways, especially after setback



Communication

Use complex language to try to sound smart



People Reading

Fail to adjust based on explicit or implicit feedback