

## *Establish and take Action*

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# EISENHOWER MATRIX



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## **Soft Skills** **Do's and Don'ts**

<p><b>Work Ethic</b></p> <p><b>Do:</b> Lean into hard work without complaint</p> <p><b>Don't:</b> Focus on quantity - outcomes beat hours every time</p> 	<p><b>Professionalism</b></p> <p><b>Do:</b> Be trusted to represent your organization publicly</p> <p><b>Don't:</b> Ever assume you can cross the line in more relaxed settings</p> 
<p><b>Growth Mindset</b></p> <p><b>Do:</b> Love feedback and learning, and incorporate both</p> <p><b>Don't:</b> Think you know it all</p> 	<p><b>Reliability</b></p> <p><b>Do:</b> What you say by when you say</p> <p><b>Don't:</b> Underperform promises or miss deadlines</p> 
<p><b>Adaptability</b></p> <p><b>Do:</b> Change your approach when circumstances change</p> <p><b>Don't:</b> Stubbornly stick to your ways, especially after setbacks</p> 	<p><b>Active Listening</b></p> <p><b>Do:</b> Be able to restate someone's point so they say - "Yes, exactly!"</p> <p><b>Don't:</b> Get so caught up in your response that you forget to listen</p> 
<p><b>Self-Awareness</b></p> <p><b>Do:</b> Understand how your actions are perceived by others</p> <p><b>Don't:</b> Be arrogant, selfish, or act like you're above critique</p> 	<p><b>Time Management</b></p> <p><b>Do:</b> Stay organized, finishing projects in a reasonable time</p> <p><b>Don't:</b> Procrastinate until you can't get help or finish on time</p> 
<p><b>Emotional Intelligence</b></p> <p><b>Do:</b> Have control over your emotional responses</p> <p><b>Don't:</b> Have hot-headed outbursts</p> 	<p><b>Likeability</b></p> <p><b>Do:</b> Make things easier for others whenever possible</p> <p><b>Don't:</b> Be unnecessarily difficult</p> 
<p><b>Communication</b></p> <p><b>Do:</b> Speak and write simply and clearly, leading with conclusion</p> <p><b>Don't:</b> Use complex language to try to sound smart</p> 	<p><b>People Reading</b></p> <p><b>Do:</b> Pay attention to reactions, body language, and mood</p> <p><b>Don't:</b> Fail to adjust based on explicit or implicit feedback</p> 
<p><b>Motivation</b></p> <p><b>Do:</b> Show initiative, starting projects early and independently</p> <p><b>Don't:</b> Need constant hand holding and encouragement</p> 	<p><b>Collaboration</b></p> <p><b>Do:</b> Work well with others, sharing info, ideas, and credit</p> <p><b>Don't:</b> Think "I could just do this faster myself"</p> 
<p><b>Grit</b></p> <p><b>Do:</b> Keep going resiliently</p> <p><b>Don't:</b> Shrink in the face of hard things</p> 	<p><b>Integrity</b></p> <p><b>Do:</b> Be transparent and tell the truth, even with bad news</p> <p><b>Don't:</b> Think covering up will work</p> 



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