

“Essential Habits for Success for Engineers”

- Running meetings
- Making decisions
- Setting priorities
- Checklist of other important soft skills

Important decisions, priorities & meetings?

Running Meetings

- Important & useful ... but often a “necessary evil”
- Must be a clear reason to meet – or don’t!
- Must have an agenda ... the roadmap
- Participate actively, get input from all
- Respect people’s time: start & end on time
- Prepare & send “minutes” by 2-3 days after

Making decisions

- **What** has to be decided?
- What are the **options**, alternatives?
- What **information** do you need, what **criteria** will be used to evaluate?
- **Make a decision!**

Don't be afraid! Be decisive!

Setting priorities

- Is it **important**?
- Is it **urgent**?
- Is it important *and* urgent?
- “Telescope”: pick most ... least important
- Focusing questions:
 - Which do you want **done first**?
 - What do you see as the **next steps**?
 - What are the **critical issues**?

Important soft skills – a checklist

- Better writing, speaking & listening
- Making decisions
- Setting priorities
- Being effective at meetings
- Understanding yourself & others
- Working in teams

Important soft skills (continued)

- Negotiating
- Being more creative
- Ethics in the workplace
- Developing leadership skills
- Adapting to the workplace
- Dealing with stress & having fun
- Taking action

“In a peaceful world” ...

“It’s what you do,
not what you say.

If you’re not part of the future,
then get out of the way.”

John Mellencamp

Be the best person
and professional
that you can be!

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