



Working with Others: Independently

ESSENTIAL SKILLS TIP SHEET

Use these practical tips to help you improve your **working with others** skills:

Working Independently

- ✔ Set realistic daily/weekly goals and evaluate your success at the end of the day/week.
- ✔ Create a daily/weekly to-do list to help prioritize and organize your tasks.
- ✔ Divide large projects into smaller and more manageable tasks.
- ✔ Minimize interruptions by scheduling a specific time to work on a project/task.
- ✔ Manage your time carefully so that you have time to respond to unexpected requests.
- ✔ Regularly review the progress you have made in your work. Make adjustments to your to-do list or schedule if necessary.
- ✔ Write your daily/weekly accomplishments in a log and share them with your supervisor.
- ✔ Provide regular progress reports to your supervisor so that he/she is aware of the work you do.
- ✔ Take initiative by doing what needs to be done before being asked.
- ✔ Understand the big picture by asking colleagues how the work you do affects their work.
- ✔ Connect with people who share your interests by networking at seminars, joining associations and/or volunteering.
- ✔ Ask for help and/or advice when you have questions.