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Academic and Employability Skills(ACE)

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Introduction

In the future i would like to run my own bussines and for that i will need some special skills. The skills which i will discuss today are: Time Management and Public Speacking. To be more easier for me to do that i will invite to my small party: Brian Tracey, Tips for effective time management (youtube video) and the famous Barack Obama.



Time Management

Resolve today that you are going to spend more and more of your time working in those few areas that can really make a difference in your life and career, and spend less and less time on lower value activities.

(Tracy B. 2017)

The specialist on his name Brian Tracy is telling me here to give more attention to the important things in my life and less attention to the habits which are not important for me. Is easy to say but hard to do that. A lot of people including me, we spend too much time with useless activities like facebook or instagram when instead we can use our time for study or other activities which it will help us in our future.



Time Management

- Identify how you spend your time
- Make a list with your daily activities(tasks)
- Estimate how much time you use for each task
- Eliminate unnecessary tasks from your list
- Prioritize your tasks
- Keep a calendar of important professional and personal appointments and events
- Make changes, for example wake up one hour earlier
- Be careful of distraction

Tips for Effective Time Management(youtube video)



Public Speacking

First of all Barack Obama is the best examle for me how he is speacking front of the people. Because he is transmitting positive energy, trust and enthusiasm.

The body language is important as well, he is moving the hands pointing with the finger when hes saing something what needs attention. Obama in hes speach is telling a story as well to the people, and the audience is more attracted because hes doing a common story and in that story anyone can see someone from his familly, his friends or even himself. He has the power of persuasion and that is very important when you want to obtain something from the people.



References

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