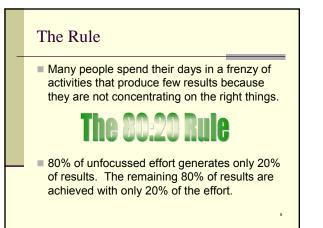
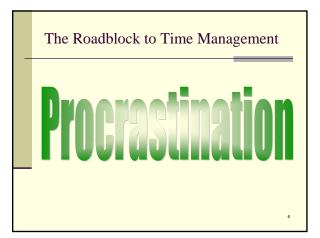
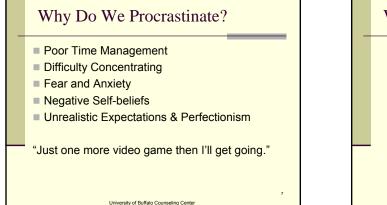


Essential Skills for Effective People People who use these techniques routinely are the highest achievers in all walks of life, from business to sports to public service. If you use these skills well, you will be able to function effectively, even under intense pressure

A Shift In Focus Concentrate on results, not on being busy!

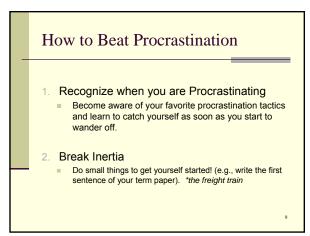


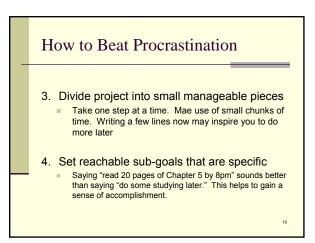


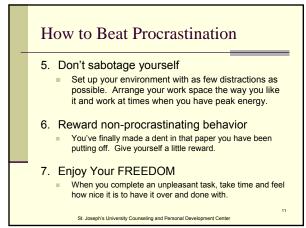


We All Do It!

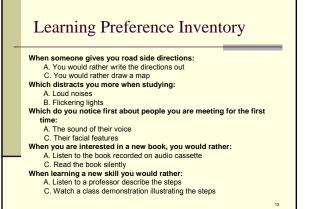
Putting off tasks for a later time is normal, but if it becomes a stressor, we end up wasting a lot of valuable time and energy!

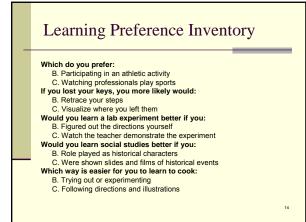


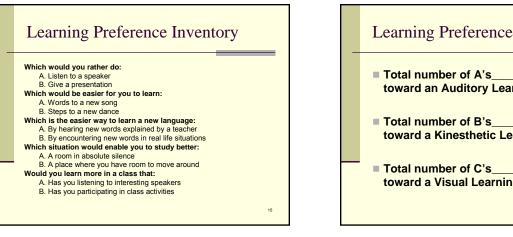












Learning Preference = Preference toward an Auditory Learning Style _= Preference toward a Kinesthetic Learning Style = Preference toward a Visual Learning Style

How We Learn

How we perceive information most easily (MODALITY).

Visual, Auditory or Kinesthetic.

-Visual people learn through what they see. -Auditory people learn through what they hear.

-Kinesthetic people learn from movement and touching.

Each person learns in all three of these modalities to some degree, but prefers one style over the other.

Learning Preference and the Classroom

- Auditory: Listen to material and get lost if they try to take notes during the presentation.
- Visual: Read handouts and look at the illustrations the presenter puts on the board; excellent note takers.
- Kinesthetic: "Hands on" activities and group interaction.

Behavioral Clues to Learning Preference

Visual Learners

- neat and orderly
- speak quickly
- good planners/good organizers
- not distracted by noise
- trouble remembering verbal instructions unless written down
- remember what is seen rather than heard
- doodle during phone conversations

Behavioral Clues to Learning Preference

Auditory Learners

- easily distracted by noise
- move their lips and pronounce the words as they read
- enjoy reading aloud and listening
- learn by listening and remember what was discussed
- find writing difficult but are better at telling
- talk to themselves while working

Behavioral Clues to Learning Preference

Kinesthetic Learners

- stand close when talking to someone
- are physically oriented and move a lot
- learn by doing
- gesture a lot
- can't sit still for long periods of time

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- Want to act things out
- Like involved games