**TIME MANAGEMENT:**

The most valuable thing in an individual's life is time. Not only employees but also students are unable to figure out the struggle to find a balance in life between getting a good academic result, holding a full-time or part-time job, participating in extracurricular activities, and staying active. Time management has become crucial in today's work, where individuals should prioritize their work by making schedules and setting agendas.

Example: A student from CIOT College, Navneet Singh, shared with me the struggle he faced in the first semester of his academic period: juggling academics, a part-time job, and involvement in extracurricular activities. By making a well-planned schedule, setting priorities, and minimizing distractions, Navneet not only meets academic deadlines but also does great in his job, and actively develops new skills through extracurricular activities.

**Teamwork:**

Teamwork is a kind of soft skill in which the collaboration of group efforts matters to achieve a common goal and complete a task efficiently and effectively. Thanks to this skill, we can demonstrate our ability to work cooperatively with others. By doing so, we develop different skills, including communication skills, listening skills, and the ability to build trust with our peers.

Example: In this group activity, I learned how to collaborate, and enhance other skills such as listening, communication, and how to speak with teammates politically. And every member has an opportunity to learn from each other.