**The professional skills**

The professional skills needed to be successful in the workplace include time management skills, communication skills, networking skills and leadership skills. Professional skills are requested for all individuals in order for them to be an effective member of the workforce. Without professional skills one, is unable to perform in an efficient and optimum manner. These skills help one to perform their daily task by consistently working on improving these skills, one can further advance their career opportunities. Having effective professional skills enable one to have quality and meaningful experience at their workplace and be viewed as a positive productive employee.

**Some examples of professional skills are below**

1. **Time management skills** are the capability of being able to use the time period in an effective manner. One must have the ability to manage their time wisely and by prioritizing their task. Examples include prioritization of task, setting goals, problem solving, decision making and scheduling task to meet deadlines in timely and effective manner. There are three steps of successful time management skills. These are identity, prioritize and estimate. The first step is to identify the task needing to be done and time available to complete them. The second step requires one to estimate the time that will be required to complete each task. The third step is to organize and create a schedule as per the priority and importance of the task. Once these have been established an effective plan can be creative and hence executed to achieve effective time management. With successful time management skills and productive plan of prioritize execution success can be achieved in a professional work environment. This is also an important and useful skill to have in everyday life.