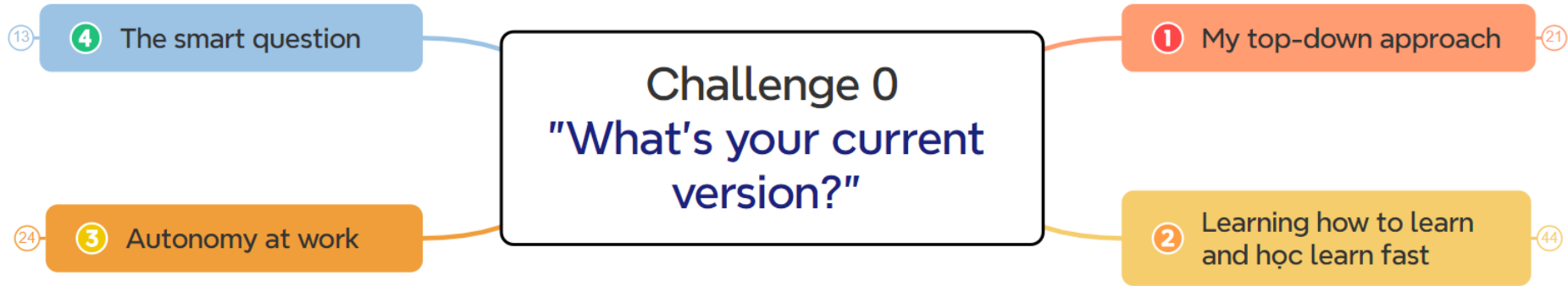

Journey to your best

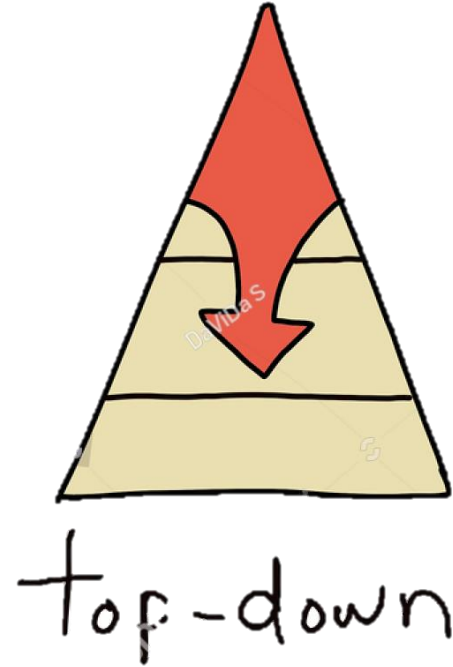
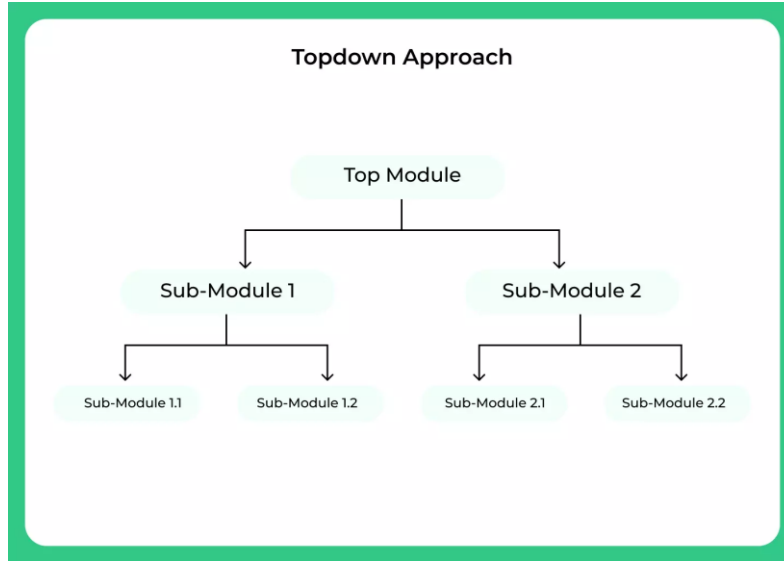
Challenge 0 "What's your current version?"

Challenge 0 "What's your current version?"



Top-down approach

Let's see what people say about the “**top-down approach**”



What's top-down approach

“is essentially the breaking down of a system to gain insight into its compositional subsystems”

Start with the big picture (from the most basic, most general thing)

Next: Divide the problem into sub-problems, the sub-problems are divided into smaller (more detailed) problems.



Top-down approach

Advantages

- Easy to understand and implement.
- Creating information connections
- Enhancing memory retention
- Supporting decision-making and problem-solving

Defects

- Inflexibility to Changes
- For a new problem, it takes time to penetrate
- Potential for Misunderstanding if the Overview is Inaccurate


When **should** a top-down approach



overview

**Learning how to learn
and learn fast**

What's Learning



Learning is the process of acquiring new understanding, knowledge, behaviors, skills, values, attitudes, and preferences...

Learning **how** to learn

Focused and Diffuse Thinking

Two types of memory

Beating procrastination

Write to-do lists

Chunking

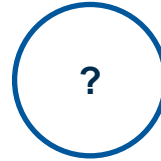
Best practices

Interleaving



Learn fast

Apply top-down approach



Using some tools to research: Chat GPT, Bing Chat...



Autonomy at work



What's the **autonomy at work** ?

The employee's **ability** to carry out their duties on their own **without needing a great deal of** outside **help** or supervision

5 signs an employee can handle more autonomy at work

You Trust Their Judgment

Their Track Record Is Solid

They are Highly Accountable

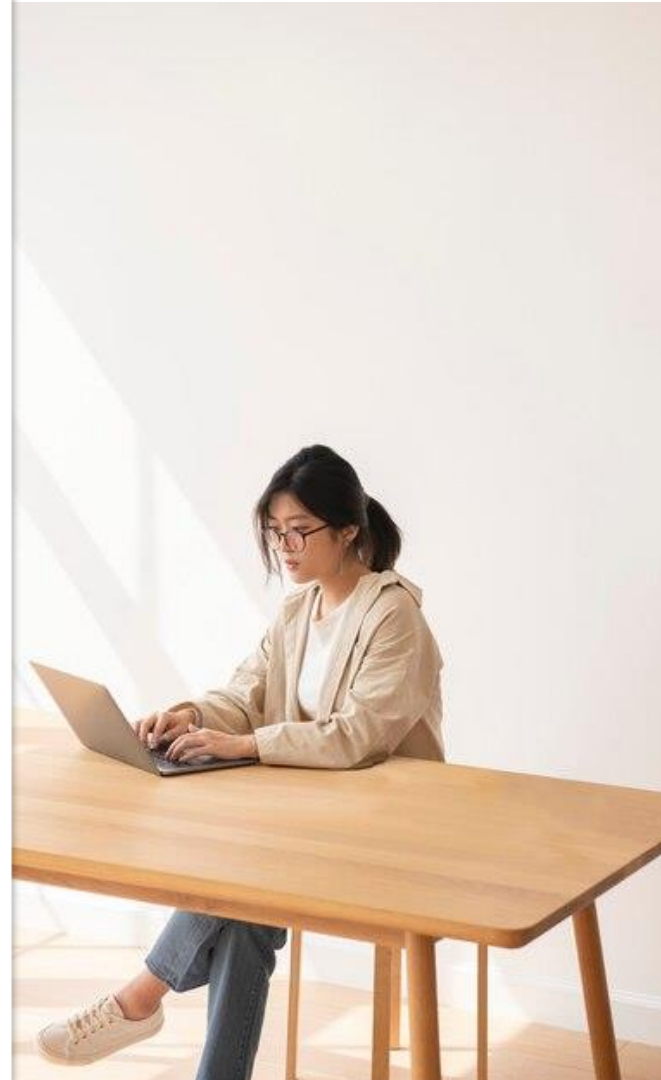
They Respect Boundaries

They Ask for Help



Why is autonomy **important** ?

- ✓ No one likes to be micromanaged at work
- ✓ Help reach employees full potential.
- ✓ Encourages creativity and innovation
- ✓ Improves trust and job satisfaction
- ✓ Promotes skill development
- ✓ Increase advancement opportunities



Examples of autonomy at work



Letting employees how we accomplish tasks

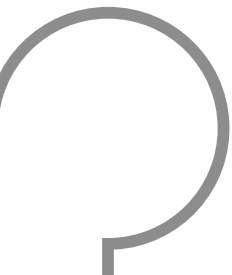
Letting employees set deadlines

Letting employees set work schedule

Letting employees decide where to work



What's the smart question ?



What's the smart question

is a question that is well-thought-out, clean, and designed to elicit valuable information or insights

How to ask smart questions

input

Think about what you already know

output

Confirm what you want to ask (what you don't know: can be a suggestion, answer...)

requirement

Ensure simplicity and clarity

How



How to apply smart question on your daily basis/work

Set Clear Objectives

Preparation and Research

Prioritize Open-Ended Questions

Practice Active Listening

Encourage Feedback

Thank you