

Personal Mastery – Working with Agility



- ✓ Personal Mastery – An Introduction
- ✓ **Result Orientation**
- ✓ Ownership and Accountability
- ✓ Collaborative Ways of Working
- ✓ How to be a Good Team Player
- ✓ Ability to Work with Various Stakeholders
- ✓ Agile Mindset
- ✓ DevOps Mindset
- ✓ Developing the Consultative Mindset
- ✓ Stress Management
- ✓ Continuous Learning Culture

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Personal Productivity - To understand how to manage our work



Plan & Prioritize

Prioritizing your work is not that easy. You have to identify which things need to be done first. It is a crucial process, but once you get used to it, organizing and planning will be less difficult. If you know how to effectively organize and prioritize your workload, you will learn how to be more efficient and productive. Let's get started!

- **LinkedIn Course :** [Prioritizing Your Tasks](#) – 37mins
- **LinkedIn Video :** [Prioritize your tasks and time](#) – 2mins

(Right click on the links and open in a new tab/window)

Delegation

Delegation involves providing the responsibility (and at times authority) to perform a task to a team member. While the task is originally assigned to us, delegation provides an excellent opportunity to develop the skills of team while ensuring better prioritization for ones tasks.

To learn more about fundamentals and styles of delegation, launch the below courses and reads.

- **LinkedIn Course:** [Delegating Tasks](#) – 35mins
- **LinkedIn Video:** [Learning to delegate](#) - 3mins
- **Article:** [An Introduction to the Delegating Leadership Style](#)

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