

Skills

CSC 424 Software Engineering II

Sarah Wathke

Due: 4/23/2021

Three important skills that will be discussed in this paper are the 12 laws of Karma, emotional intelligence, and organization. Each of these skill areas can be used in daily life and help an individual in personal as well as professional success.

Karma is formally defined as “the force generated by a person's actions held in Hinduism and Buddhism to perpetuate transmigration and in its ethical consequences to determine the nature of the person's next existence”, or more generally speaking as “such a force considered as affecting the events of one's life” [2]. Karma can ultimately be used as a way to condition yourself to direct you to be more aware of the things you think and do. The first of the twelve laws is the law of cause and effect, which means that whatever you are putting out, internally or externally, you will get back. Simply put, if someone is being hateful or negative, they will attract negativity. On the opposite spectrum, someone who is being kind to others and is spreading good energy will receive similar positivity in return. If someone wishes to receive wonderful and happy things, that person should be trying to give out that same energy in order to attract it. The second law is the law of creation. This law emphasizes the importance of taking action to make the things you want to happen, happen. Simply wishing and thinking about things will not generate the results if no true action is taken. The third law is the law of humility, and it involves accepting that a current situation/reality is the result of choices from your past. An example of this would be pushing blame onto others when in reality your mistakes are your own. The law of growth is the fourth law. This law's purpose is to emphasize the importance of trying to grow within yourself first and foremost, as you are the only person you can truly have control over. If you want positivity within the world, you have to begin with trying to have positivity within yourself. The fifth law is the law of responsibility. Its meaning is that you have ownership over what happens to you in life. Simply put, “you are the product of the choices you make” [3]. The law of connection is the sixth law, and its meaning is that everything in your life is connected. The events of your past, present, and future all come together, so the person that you are today will shape the you of tomorrow. The law of focus is the seventh law. The law of focus tells you that you should concentrate on one thing at a time, as spreading your focus over too many things all at one time can slow you down as well as bring on frustration and negative energy. Especially relating to your sense of being content and happy, if you focus on “higher values like love and peace”, then it will not be as easy to fall into the distractions of a heavier feeling like resentment and/or anger. The law of giving and hospitality is the eighth law, and this law involves the importance of putting effort and action into the things that you believe in. For example, someone who wants to live in a world where people are kind to strangers should be initiating this and implementing it in their life. The ninth law is the law of here and now. This law's meaning is that if you want to experience peace, you need to be accepting of your current moment and embrace it. Looking towards your past will only cause you to relive it and not be able to enjoy your present. You have to find things that you can be appreciative of in your current moment and let go of the past, or it will continue to follow you as long as you allow it. The tenth law is the law of change, and it involves the realization that history will repeat itself until you learn from the events of your life and make changes to create the results you desire. New choices and actions will create new results and free yourself from repetitively poor results and decisions. The law of patience and reward is the eleventh law, and involves adopting consistent habits that reflect your goals. For example, you cannot adopt

healthy habits one day and then make opposing choices on the next day. Lastly, the twelfth law is the law of significance and inspiration. This law is especially inspiring because it emphasizes the importance of how every little thing you do makes a difference and changes the world.

“According to this law, every contribution you make will affect the world. You have been born with a specific gift, mission, and purpose that only you can bring into the world with your uniqueness. Authentically sharing your skills and gifts is why you’re here” [3].

Another skill set that can be beneficial in your success is emotional intelligence. Emotional intelligence involves being able to “understand, use, and manage your own emotions in positive ways to relieve stress, communicate effectively, empathize with others, overcome challenges, and defuse conflict” [4]. This is beneficial in both your personal life as well as your professional life. The benefits of being emotionally intelligent will allow your relationships to be stronger, achieve greater success in school/work, as well as reach your goals. Emotional intelligence is composed of four attributes: self-management, self-awareness, social awareness, and relationship management. Self-management is the skill of controlling impulsivity in regards to feelings and behaviors as well as being able to manage yourself when having to take action and adapt to change. Self-awareness involves being in touch with your emotions and making a connection as to how they influence you. It allows you to acknowledge your strengths as well as weaknesses and in turn can aid in building your confidence. The skill of being socially aware involves being empathetic. Having empathy means that you are able to assess the emotions and needs of others through emotional cues. Someone who is socially aware will be able to take their asset of empathy and utilize it to bring comfort and assistance to those around them. Lastly, relationship management involves knowing how to maintain healthy relationships as well as provide inspiring influence, promote excellent teamwork, and be able to manage conflict. These four areas will allow you to better react and cope when put into stressful situations and make better decisions. They will help to provide peace of mind and have a more overall healthy lifestyle. No matter how intelligent or book-smart you are, if you do not have emotional intelligence, you will most likely find it hard to reach the level of success you desire. The abilities that come with being emotionally intelligent are far too valuable to be looked over. Through practice and persistence, someone lacking in emotional intelligence can grow to possess the skill.

Organization is another vital skill that proves to be beneficial in your personal as well as professional life. Being organized will help in planning, prioritizing, and ultimately achieving your goals. This is appealing on a personal level as well as professional because someone that is proficient in organization will also aid in saving a company’s time and money. Organization skills can be defined as the skills that relate in the creation of structure, increasing productivity, and prioritizing tasks [1]. Being organized will help you to stay on schedule with goals and projects, which is especially useful in the case of unexpected work. For example, someone who is organized will not find themselves playing catch-up, so if something is asked of them unexpectedly, they will not be trying to rush through a multitude of tasks. Without the skillset that comes with being organized, a person/employee may display poor habits such as procrastinating and miscommunicating, as well as not being efficient and having clutter. These poor habits will make it difficult for a person to operate in their personal life as well as

accomplish whatever job they may be performing. If you find yourself lacking in organizational skills, there are methods you can adopt to help you conform to an organized lifestyle [1]. Firstly, it is important that you get into the habit of writing things down. Writing something down not only puts it into a permanent and referenceable document, but it aids in you keeping it in your memory. Making a schedule will help you to stay on task and manage your workload in the appropriate amount of time by planning out how and when you should be getting in your productivity. It is important to rid yourself of the procrastination habit. Not only will procrastination create extra stress on you, but it will also mean subpar work at times. Not procrastinating will allow you the time to create well thought-out projects and give your best efforts. It is a good idea to create special, designated places for your items. The lack of clutter will aid in peace of mind as well as allow you to save time by not having to dig around and search for the things you need. Make it a habit to regularly reassess your space and maintain its organization before it gets out of hand. When organizing your things, it is a good idea to ask yourself if the item is something you really want or need. Minimizing the amount of stuff in your home/work area will allow you to have less clutter and truly utilize and value what you have. When getting rid of things, it is important that you discard of those items properly. Moving things around but not truly discarding them will not be beneficial in your organizational efforts. For example, if you want to donate items, take the action to immediately take those items where they need to go. When replenishing or finding new items to help you in your work/personal life, write down exactly what you need so that you are not distracted by unnecessary items or bargains. There are times when tasks that you have can be delegated to someone else. It is important to recognize these opportunities and delegate appropriately so that you are not overwhelmed.

In conclusion, the skill sets of implementing the 12 laws of karma, having emotional intelligence, and being organized will allow greater chances of overall success for your personal and professional life. All of these skills can be built if they are not already existent in you. You can choose to put out a good energy in all respects, and thus you will likely receive that same energy. You can choose to practice emotional intelligence and therefore reap the benefits of having stronger relationships in your personal and work life as well as an improved relationship within yourself. Lastly, you can choose to practice organizational habits so that your life can have more ease and order. Everything comes down to what you want and are willing to work for. None of these skills are unattainable. Implementing these three skills and practices will make reaching your goals much more attainable.

Works Cited

- [1] Domes, Zachary. "How to Organize Your Life: 10 Habits of Really Organized People." *Lifehack*, Lifehack, 5 Mar. 2020, www.lifehack.org/articles/productivity/how-organize-your-life-10-habits-really-organized-people.html.
- [2] "Karma." *Merriam-Webster*, Merriam-Webster, www.merriam-webster.com/dictionary/karma.
- [3] Lindberg, Sara. "What Are the 12 Laws of Karma?" *Healthline*, 5 Nov. 2020.
- [4] Melinda. "Improving Emotional Intelligence (EQ)." *HelpGuide.org*, 19 Apr. 2021, www.helpguide.org/articles/mental-health/emotional-intelligence-eq.htm.