

JOURNEY TO YOUR BEST

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Overview

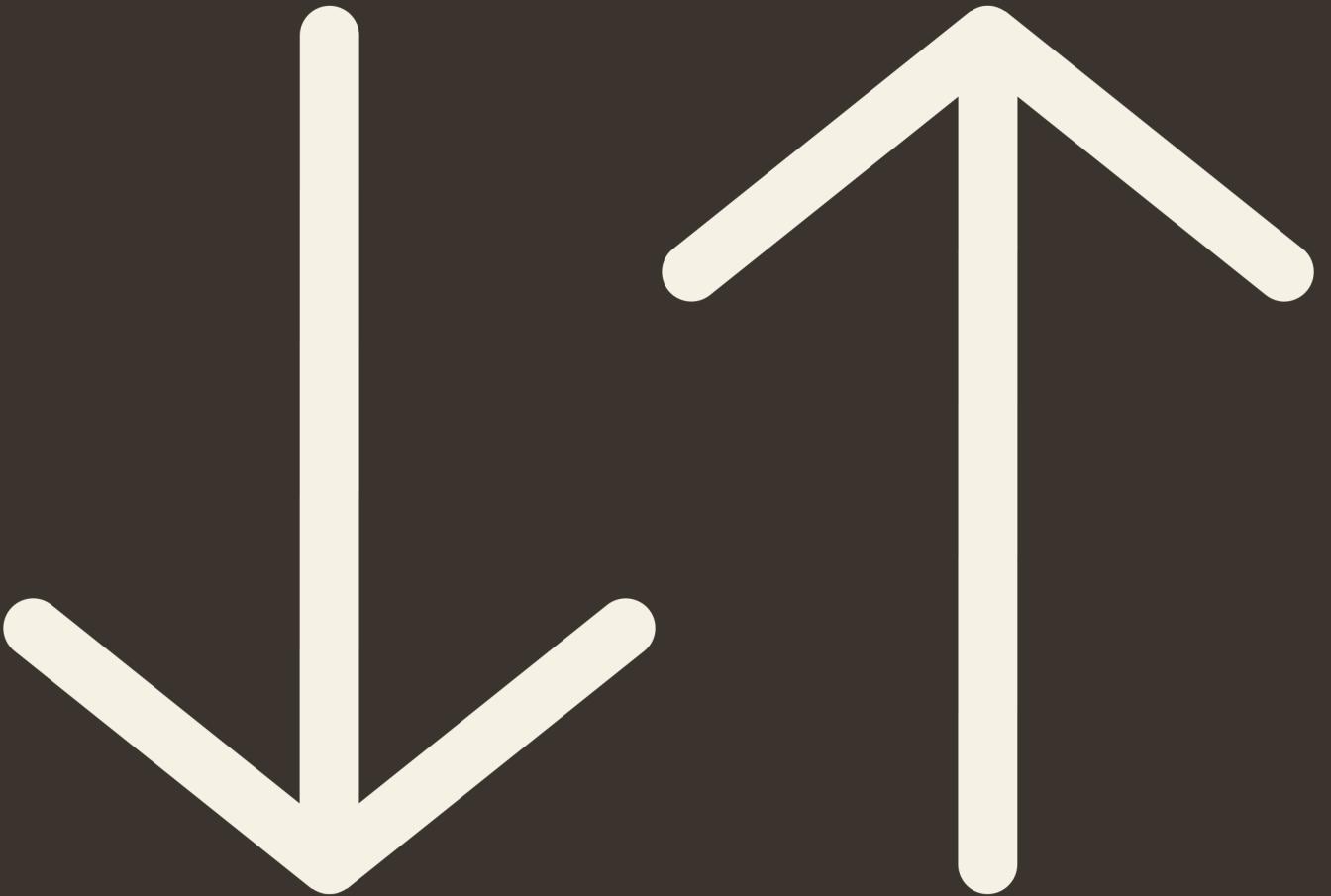
What's topdown approach and how to apply it ?

Learning how to learn and learn fast

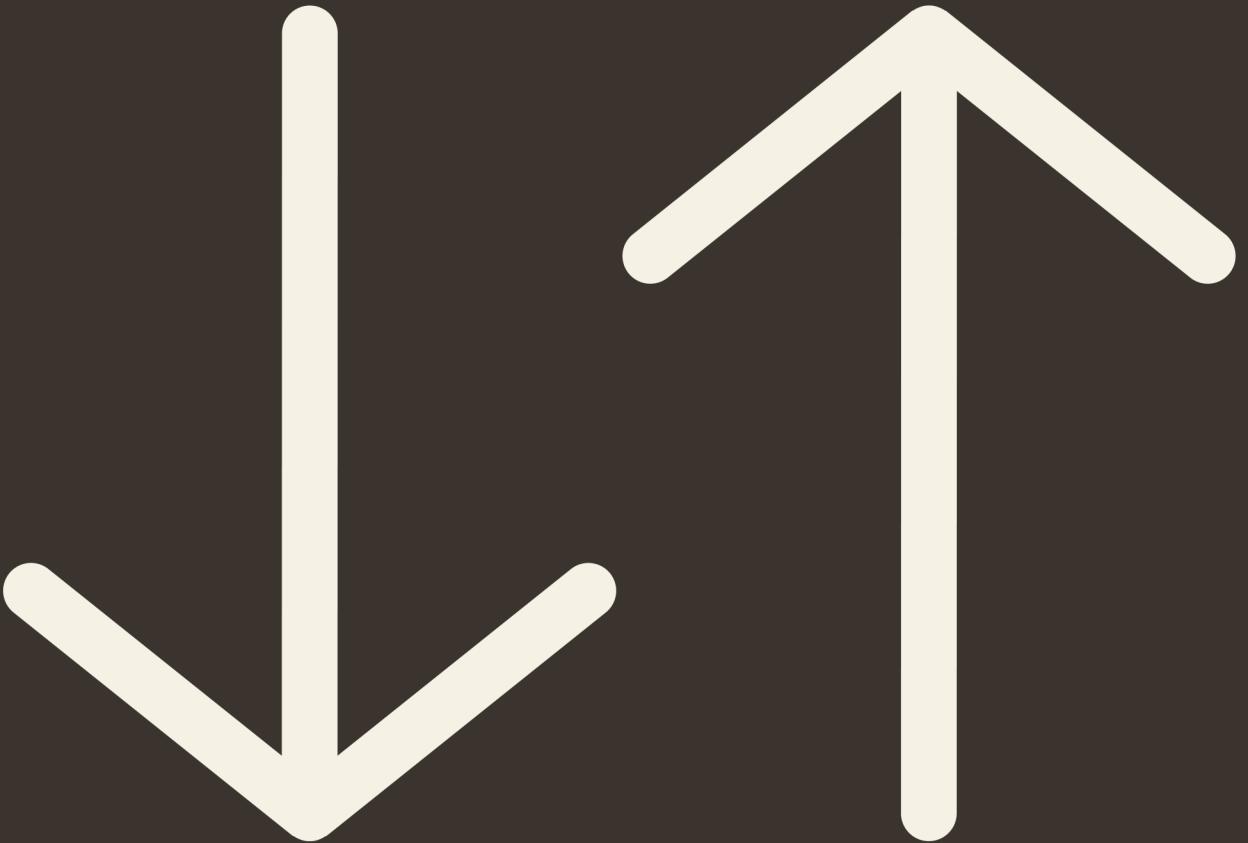
Autonomy at work

What's the smart question ? How to apply it on your daily basis/work ?

What's topdown
approach and how to
apply it ?

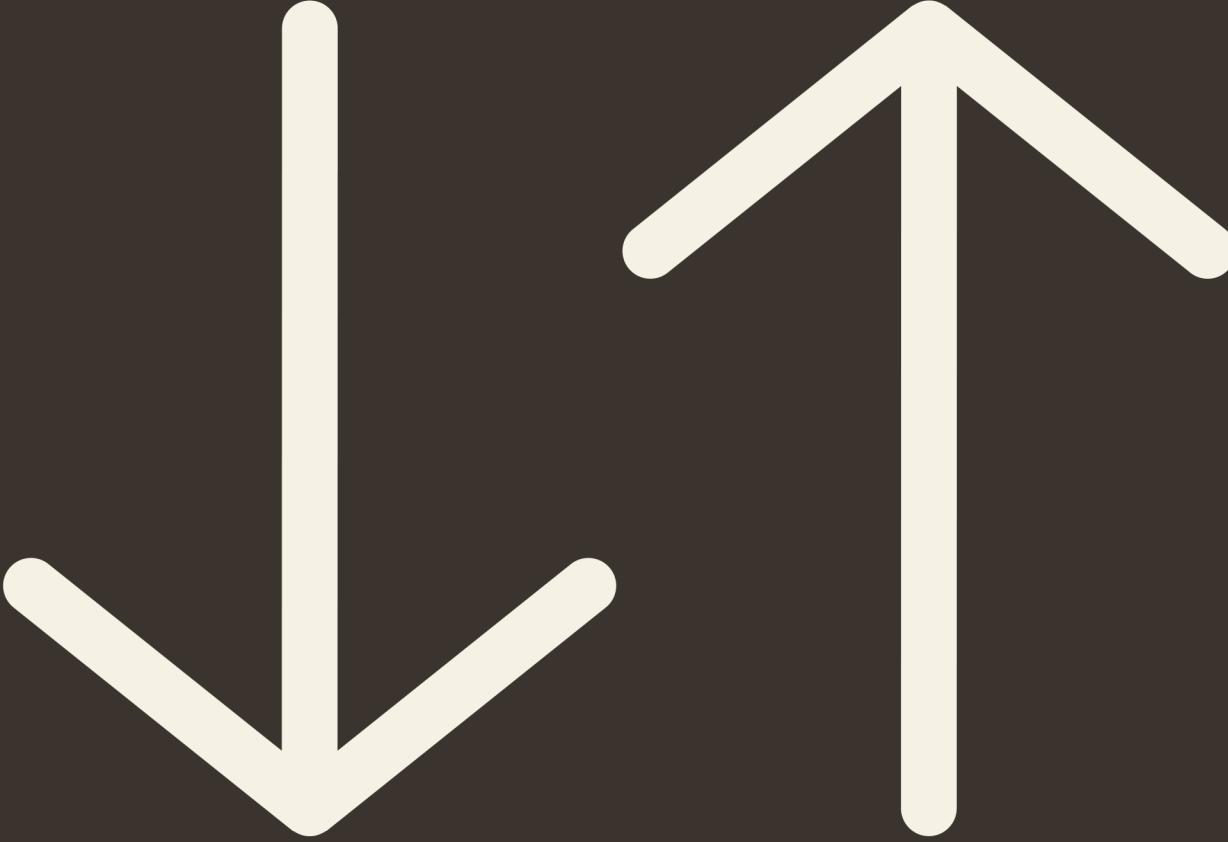


Introduction:



- **Definition:** Top-Down method approaches problems by starting with an overview and breaking it down into smaller parts.
- **Goal:** Understand how this method helps manage information and tasks.

Advantages:

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- Easily prioritize tasks.
 - Gain a comprehensive understanding before delving into details.

Application:

O1

Identify the overall objective.

O2

Break down the goal into smaller components.

O3

Continue breaking down until you have specific tasks.

O4

Execute each step sequentially to achieve the overall goal.

Application:

The steps to apply a top-down approach in software development

O1

Define the problem

O2

Develop a high-level architecture

O3

Design the system

O4

Implement the system

O5

Iterate and refine

Example:

Building an Electronic Project
Management System

O1

Overall Planning

O2

**Detailed Task
Breakdown**

O3

**Task
Prioritization**

O4

Task Assignment

O5

**Organize Meetings
and Monitor
Progress**

O6

**Check and
Evaluate**

Learning how to learn and learn fast

Mastering effective learning strategies is crucial for rapid understanding

O1

Identify your learning style (visual, auditory, or kinesthetic).

O2

Develop a study schedule that is both structured and flexible.

O3

Utilize memory-enhancing techniques such as mind mapping and related associations.

O4

O5

Maintain focus by limiting study sessions

Autonomy at work

- O1 **Autonomy is the ability to manage personal time and resources efficiently.**
- O2 **Define personal goals and break them down into actionable steps**
- O3 **Establish a fixed work schedule and prioritize tasks based on importance**
- O4 **Propose and adhere to effective work time sequences**

WHAT'S THE SMART QUESTION ?
HOW TO APPLY IT ON YOUR DAILY
BASIS/WORK ?

The concept of a "smart question" often refers to questions that are thoughtful, well-crafted, and designed to elicit valuable information or insights.



O1

Be Clear and Specific

O2

Focus on the Goal

O5

Prioritize

O7

Think Ahead

O3

Open-ended vs. Closed-ended

O4

Avoid Assumptions

O6

Encourage Diverse Perspectives

O8

Consider Timing

O9

Adapt to the Situation

IO

Reflect and Learn