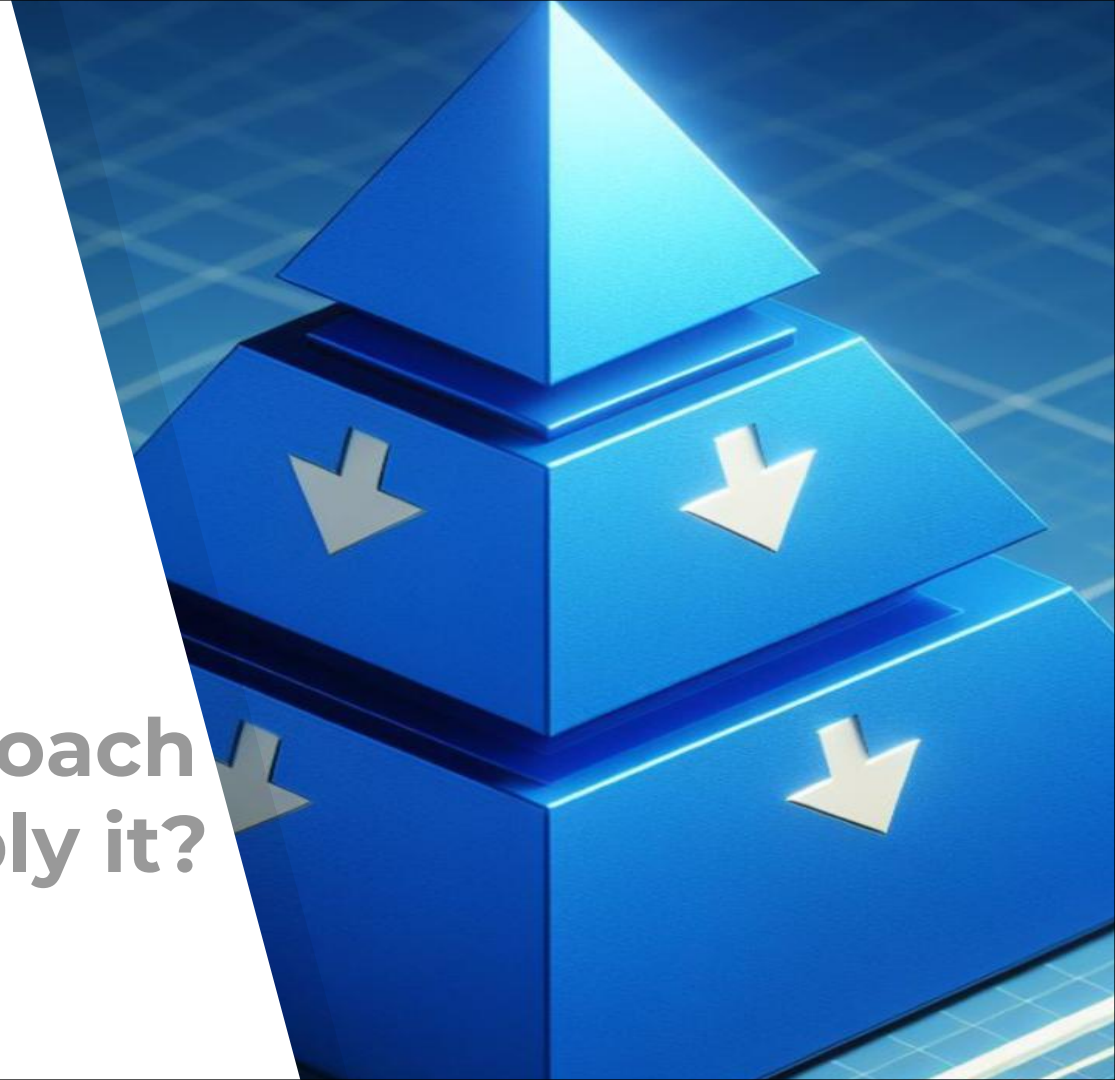# JOURNEY TO YOUR BEST PROGRAM

Challenge 0
What is your current version?

1.

**What is
Top-down approach
and how to apply it?**

What is Top-down approach

Top-down approach: Starts with a high-level overview of the problem and then breaks it down into smaller, more manageable pieces

What is Top-down approach

Advantages :

▶ **Identifying tasks**: Breakdown reveals what needs doing.

▶ **Easier solutions**: Each step simplifies the problem.

▶ **Reusability**: Parts can be used in other projects.

▶ **Teamwork**: Multiple people can tackle different parts.

How to apply Top-down approach

- **Define the core**: Clearly state the goal or problem.

- **Divide and conquer**: Break it down into manageable sub-tasks.

- **Team up**: Assign roles based on skills and expertise.

- **Communicate clearly**: Align everyone on the plan and expectations.

- **Monitor and adapt**: Track progress, provide feedback, and adjust as needed.

2.

How to learn and learn fast

What is learn fast

"**Learn fast**" generally refers to the ability to efficiently and quickly acquire new knowledge or skills.

This encompasses the capacity to grasp information rapidly, retain it for longer periods, or deeply understand a topic within a short span of time.

How to learn fast

There are several methods that can help you learn fast, including:

▸ **Focus and Concentration**: Minimize distractions for enhanced comprehension.

▸ **Active Learning**: Engage by note-taking, questioning, and practical application.

▸ **Memory Techniques**: Use associations or visualizations for effective retention.

▸ **Repetition and Practice**: Review and practice regularly for reinforced learning.

▸ **Technology and Resources**: Utilize apps, online courses, and interactive tools for quicker understanding.

Benefits of learn fast

Learning fast yields these benefits:

▸ **Efficiency**: Grasp information swiftly, saving time on acquiring new skills.

▸ **Adaptability**: Quickly adjust to new situations, staying relevant in changing environments.

▸ **Productivity**: Efficiently learn, enhancing overall productivity at work or for personal growth.

▸ **Competitive Edge**: Swiftly master new concepts, gaining a professional advantage.

▸ **Flexibility**: Adapt rapidly to new tasks or challenges.

▸ **Problem-solving**: Wider knowledge aids in creative problem-solving.

3.

Autonomy at work
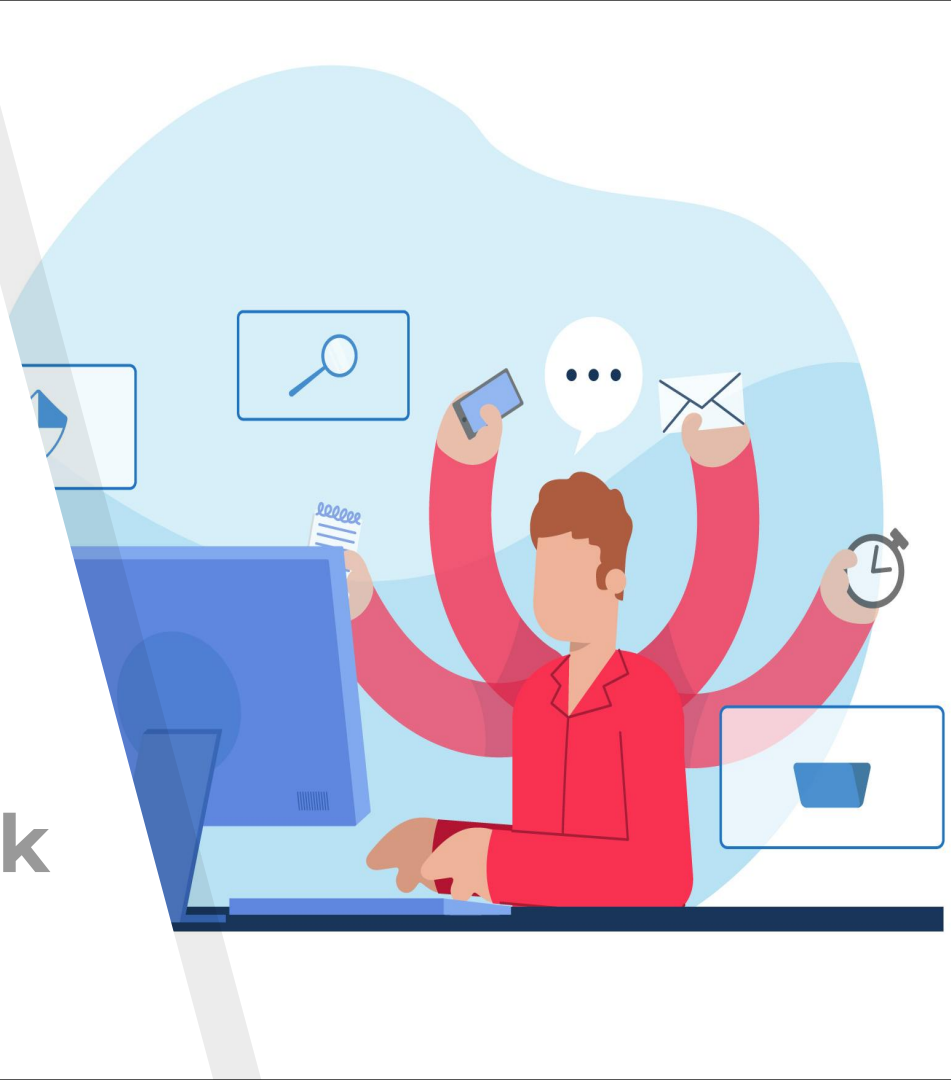
What is "Autonomy at work"

Autonomy at work refers to an individual's ability and authority within their job environment to self-manage, make decisions, and execute tasks independently, without constant supervision or interference from others.

Autonomy at work

To demonstrate autonomy at work:

▶ **Decision-making:** Ability to independently choose, decide on approaches to tasks, solve problems, and propose ideas.

▶ **Task Management:** Self-manage work schedules, prioritize tasks, and decide on effective methods to accomplish tasks.

▶ **Self-determined work hours:** Flexibility in determining work schedules, allowing for a better work-life balance.

▶ **Creative thinking and problem-solving:** Encourage creativity and independent problem-solving approaches.

▶ **Responsibility:** Autonomy comes with accountability. Individuals take responsibility for their decisions and actions, fostering a sense of ownership and commitment to their work.

What is smart question?

Smart question is one that is well-thought-out, specific, and targeted toward gaining a deeper understanding or eliciting valuable information.

Why are smart questions important?

Smart question is one that is well-thought-out, specific, and targeted toward gaining a deeper understanding or eliciting valuable information.

How to apply it on your daily basic/work?

▸ **Set Clear Objectives:** Understand what information you need before asking questions.

▸ **Prepare:** Research the topic beforehand to ask informed questions. This shows effort and helps in framing smarter inquiries.

▸ **Ask Open-ended Questions:** Instead of yes/no queries, ask questions that encourage detailed responses and deeper discussions.

▸ **Avoid Assumptions:** Frame questions neutrally to avoid bias or assumptions in your inquiries.

▸ **Prioritize Relevance:** Ensure your questions are relevant to the context or discussion at hand.

▸ **Listen Actively:** Pay attention to responses and consider follow-up questions based on the information received.

THANKS!