

Journey To Your Best



# Challenge 0

Khuat Bao Nguyen



# Top-down approach

01

Definition

02

Steps

03

Pros and Cons

04

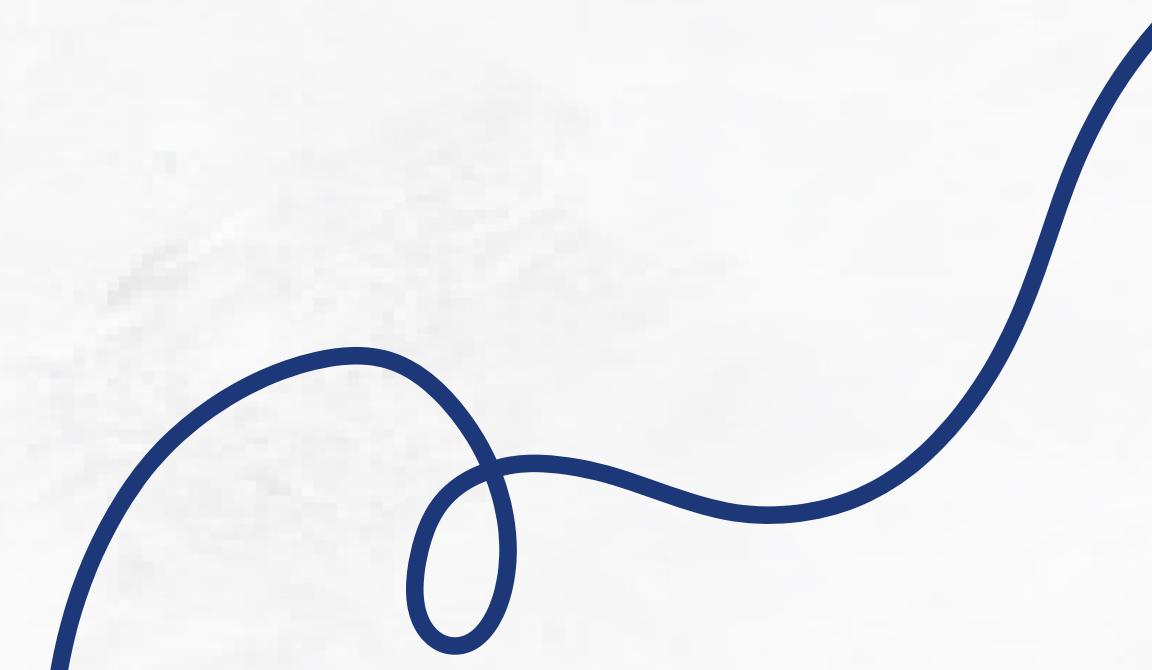
When to use

05

Keywords

# What is top-down approach?

- 1 Broad-to-detailed methodology
- 2 Understand the big picture
- 3 Focus on crucial components



# Steps of top-down approach



## Define the problem

- Clearly understand what the main goal is
- Define the principles/requirements



## Identify main components

- Break down the goal into major components
- Can use 5WIH method



## Prioritize components

- Determine the order of priority for each components
- 80/20 principle



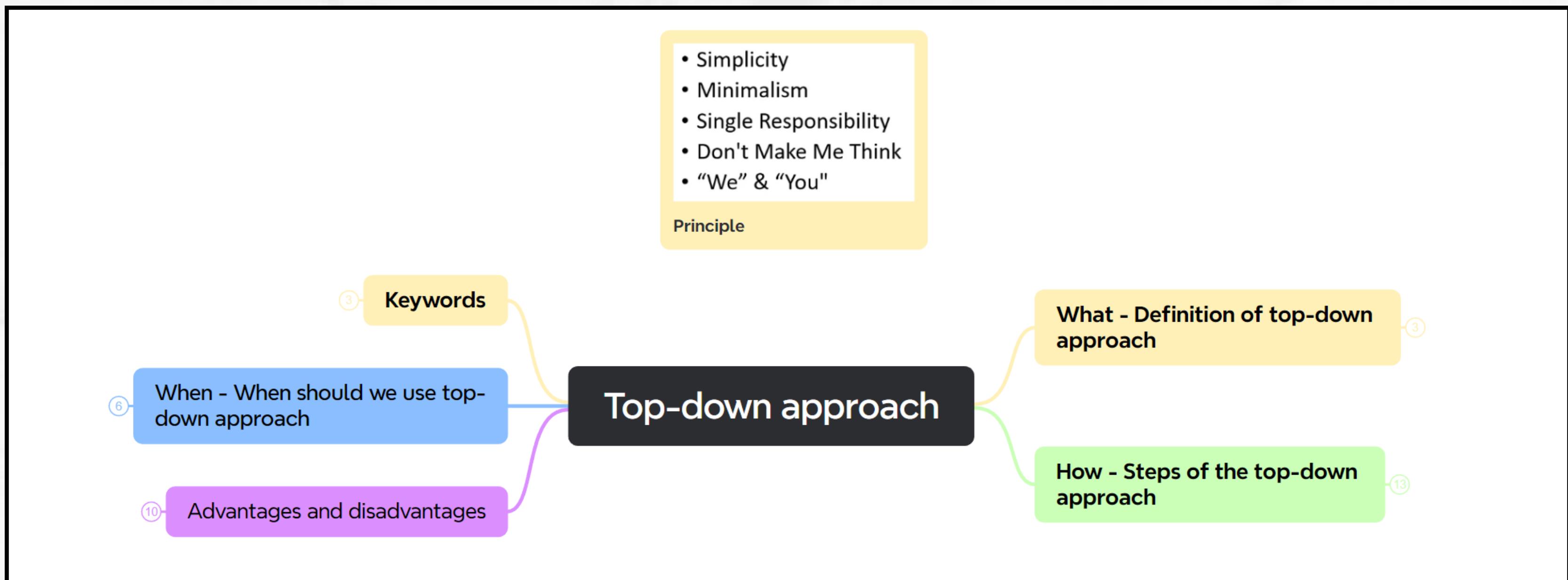
## Further decomposition

- Break down major components into smaller subcomponents
- Deal with the crucial components first

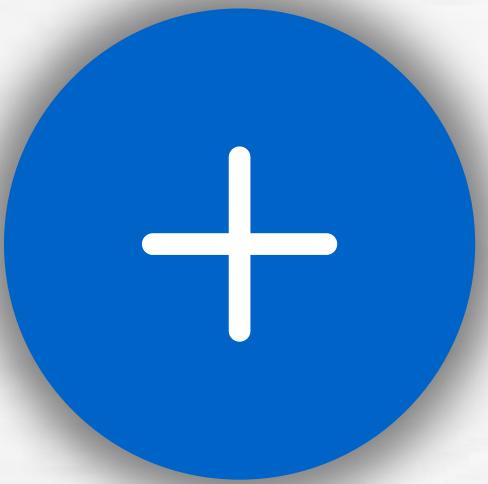


## Repeat for subcomponents

# Example of applying top-down approach

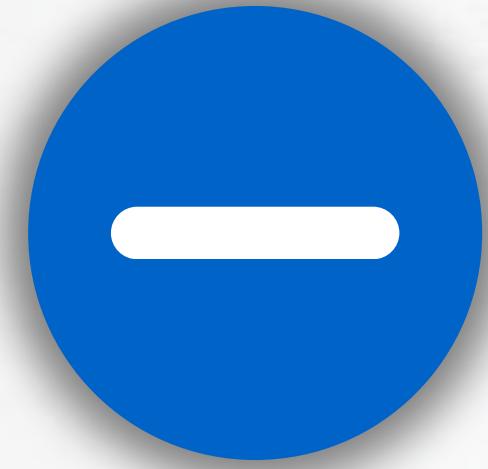


# Pros and Cons



## Pros

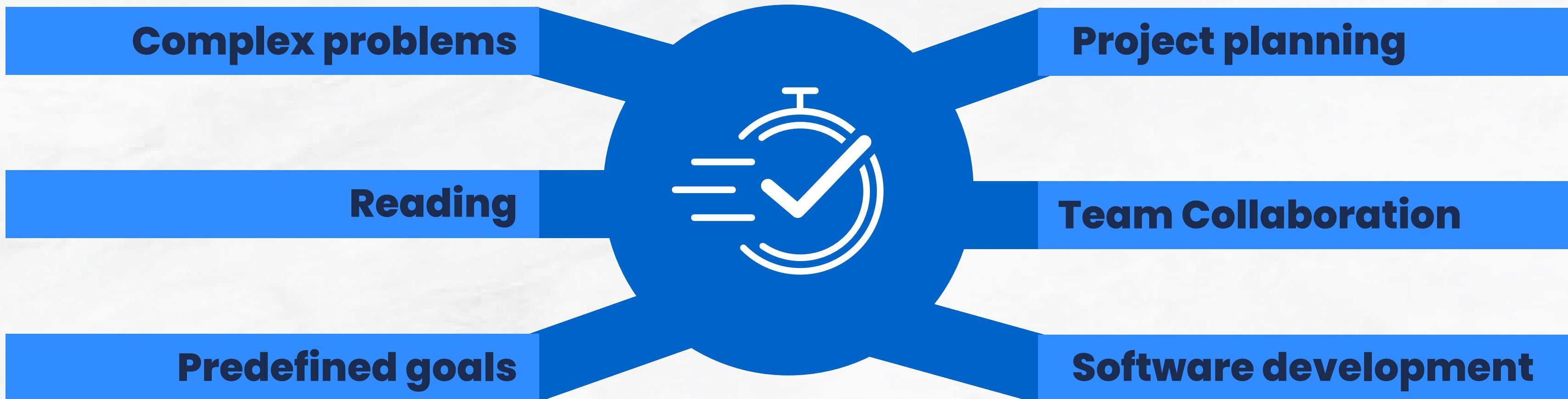
- Clear understanding
- Effective resource allocation
- Maintain sights of primary goals
- Risk mitigation



## Cons

- Communication challenges
- Overlooking details
- Dependency in initial planning
- Potential lack of creativity

# When should we use top-down approach?



# Keywords



**BIG PICTURE**



**DECOMPOSITION**



**RESOURCE ALLOCATION**



# Learn and learn fast

01

How to learn  
and learn fast

02

Resources for  
learning

03

Why your ability to  
learn fast matters

04

When to learn

05

Keywords

# How to learn and learn fast?



## Set clear goals

- Know the why (why you want to learn)
- Define specific, achievable goals



## Prioritize

- Identify the most critical concepts related to your goals
- Focus on mastering the essentials first



## Make use of multiple resources



## Practice regularly

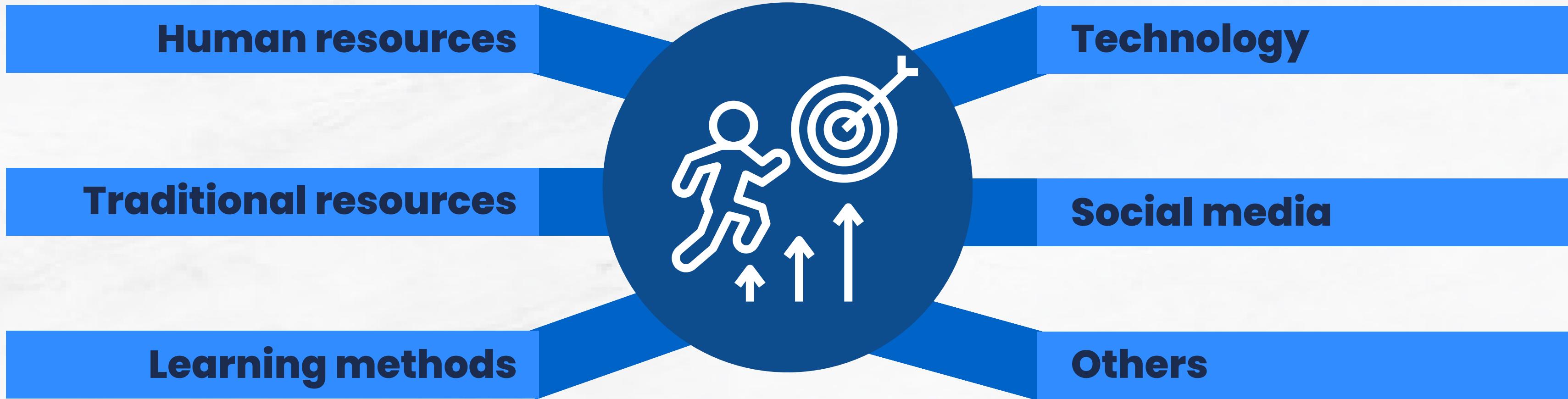
- Do exercises and personal projects
- Apply for an internship to get hands-on experience



## Get feedback

- After learning, get feedback from others to see if you have reached your goals

# Resources for learning



# Why your ability to learn fast matters?



## For you

- Adaptability to change
- Increased productivity
- Personal confidence
- Career advancement



## For your team

- Enhance team productivity
- Increased team confidence
- Improved communication
- Positive team dynamics

**WHEN  
TO LEARN**

**ANYTIME**



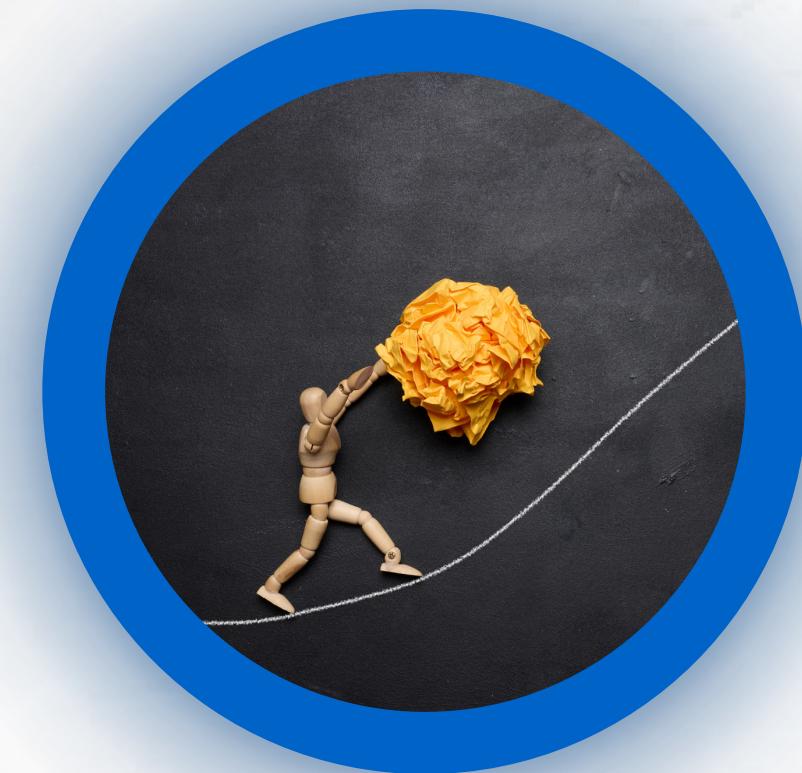
# Keywords



**CLEAR GOALS**



**MAKE USE OF EVERY  
AVAILABLE RESOURCE**



**DISCIPLINE AND  
CONSISTENCY**



# Autonomy at work

01

Definition

02

Autonomous  
employee

03

Autonomous  
workplace

04

Why it's  
important

05

Keywords

# WHAT IS AUTONOMY AT WORK

OWNERSHIP



BOUNDARIES



# Signs of an autonomous employee

## Accountability

- Take full responsibility of your own work
- Meet the deadlines and other requirements

## Initiative

- Proactively handle the tasks
- Communicate proactively and effectively

## Respectful attitude

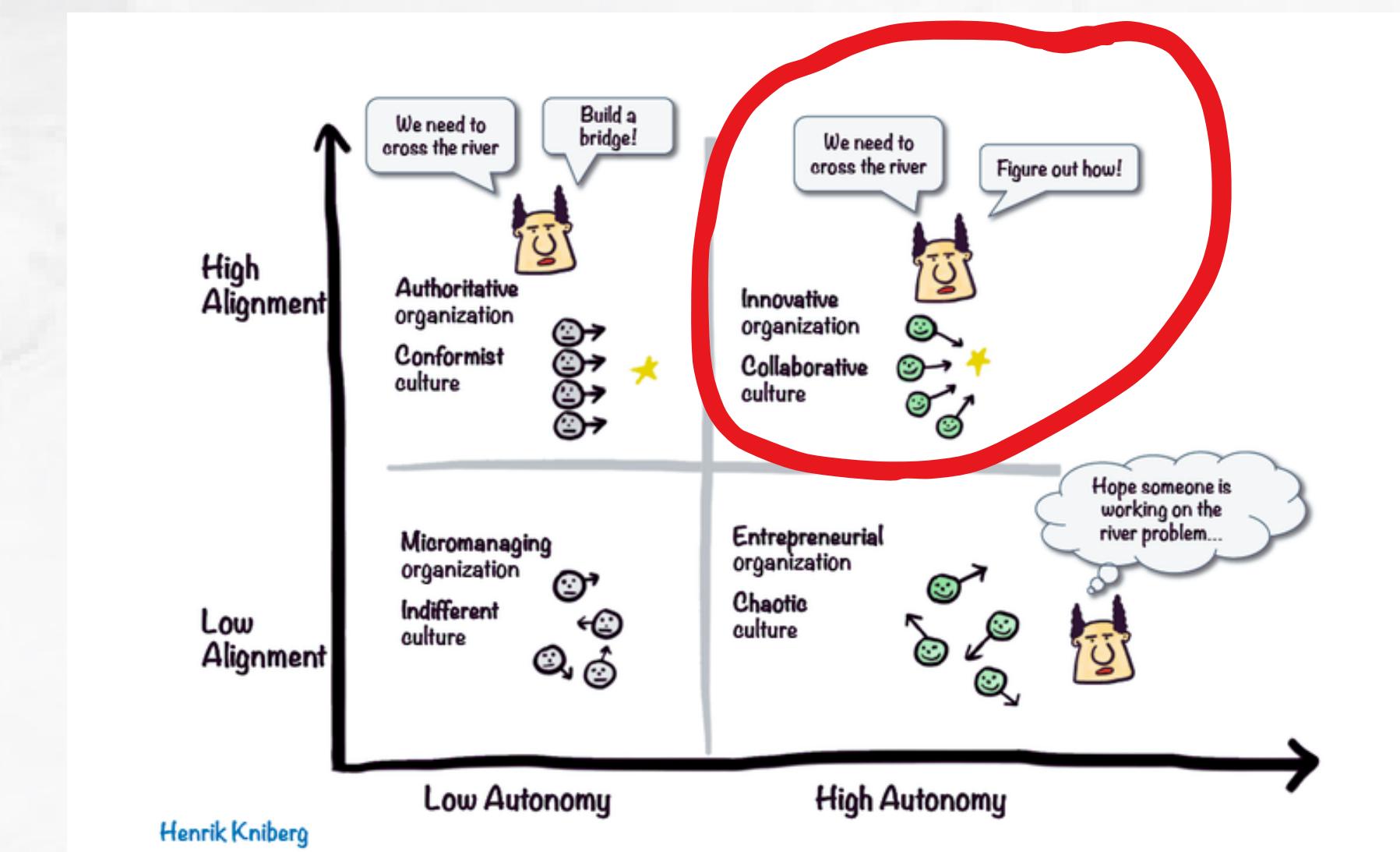
- With boundaries and constraints
- With others' autonomy

## Continuous learning

- Continuously update yourself
- Prove to your team they can trust you and respect your autonomy

# SIGNS OF AN AUTONOMOUS WORKPLACE

**ALIGNMENT  
ENABLES  
AUTONOMY**



# Why autonomy is important



## For individual

- Increased job satisfaction
- **Increased productivity**
- **Personal growth**
- Adaptability and Resilience
- Increased confidence



## For team

- Improved collaboration
- **Increased productivity**
- **Adaptability to change**
- Positive team dynamics
- Better results

# Keywords



**OWNERSHIP**



**ACCOUNTABILITY**



**BOUNDARIES AND  
CONSTRAINTS**



# Smart Question

01

What makes a  
smart question

02

Steps

03

Why it's important

04

When to avoid  
asking

05

Keywords

# What makes a smart question



## Open-endedness

- Not a Yes/No question
- Invite detailed and informative responses



## Clarity

- Clearly articulated
- Easy to understand



## Comprehensiveness

- Provide all the needed context
- Specific, lean and simple



## Non-triviality

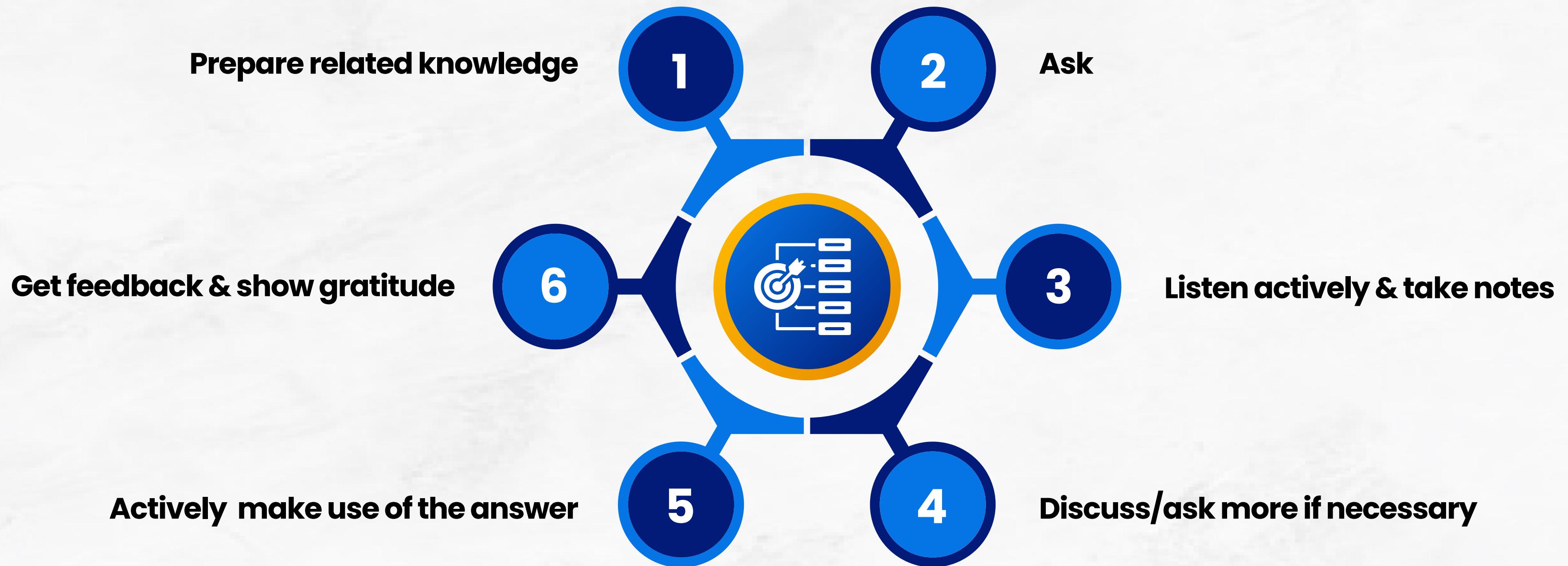
- The answer not readily obvious or easily found
- Requires the expertise of the person being asked



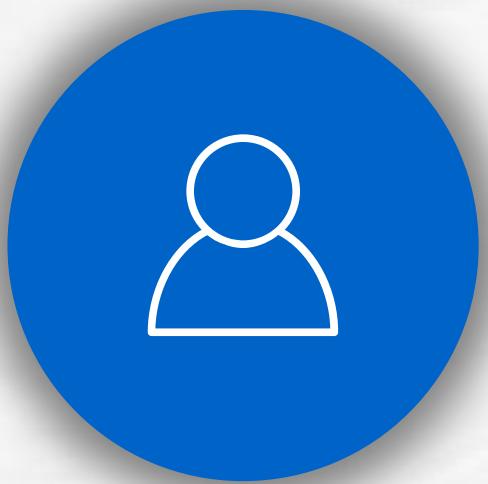
## Critical thinking

- Demonstrate critical thinking
- Prompt the person being asked to delve deeper
- Make the question genuinely worth answering

# Steps of asking a smart question



# Why smart question is important



## For individual

- Problem solving
- Clarity
- Learning and Growth
- Innovation



## For team

- Efficiency
- Team engagement
- Building trust
- Effective communication

# When to avoid asking questions

- 1 When the person is busy**
- 2 Haven't researched before**
- 3 Inappropriate settings (someone else speaking, ...)**
- 4 Related topic**

# Keywords



**PREPARE BEFORE ASK**



**OPEN-ENDEDNESS**



**COMPREHENSIVENESS**



# Thank you

I really appreciate your time.

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