



## **Journey to Your Best**

Challenge “0”

**What’s your current version?**

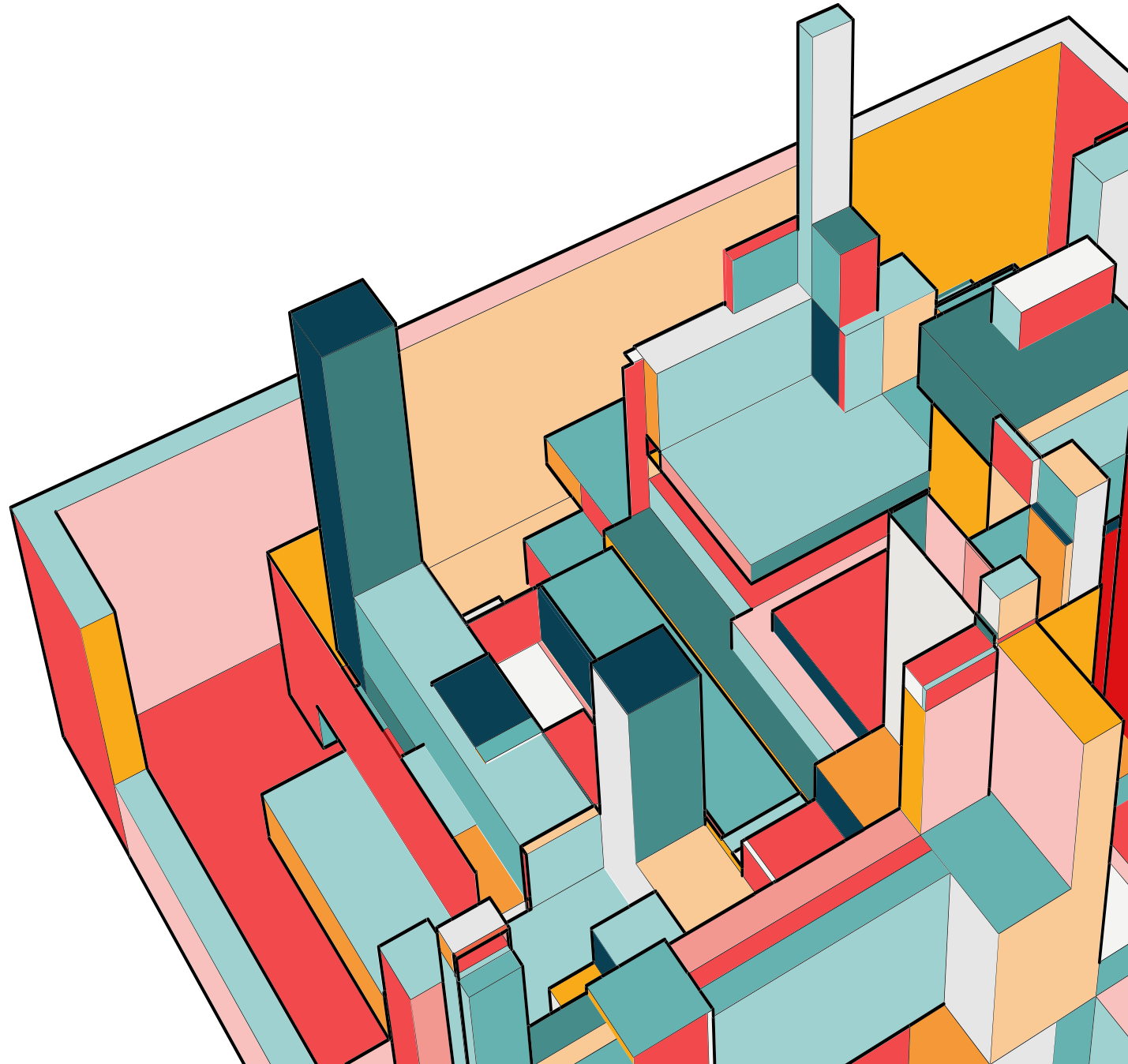
An abstract composition of various 3D rectangular blocks and prisms. The blocks are arranged in a layered, architectural style. Colors include teal, orange, red, pink, and light blue. Some blocks are solid, while others have different colored faces. The overall effect is a modern, geometric landscape.

# **AUTONOMY AT WORK**

NHAT TAN

# AUTONOMY AT WORK

- I. Introduction**
- II. Characteristics of Autonomous Individuals**
- III. Skills to Develop Autonomy**
- IV. Work and Priority Management**
- V. Social Interaction and Communication**
- VI. Flexibility and Creativity**
- VII. Personal Performance Control**
- VIII. Challenges and Overcoming Them**
- IX. Conclusion**



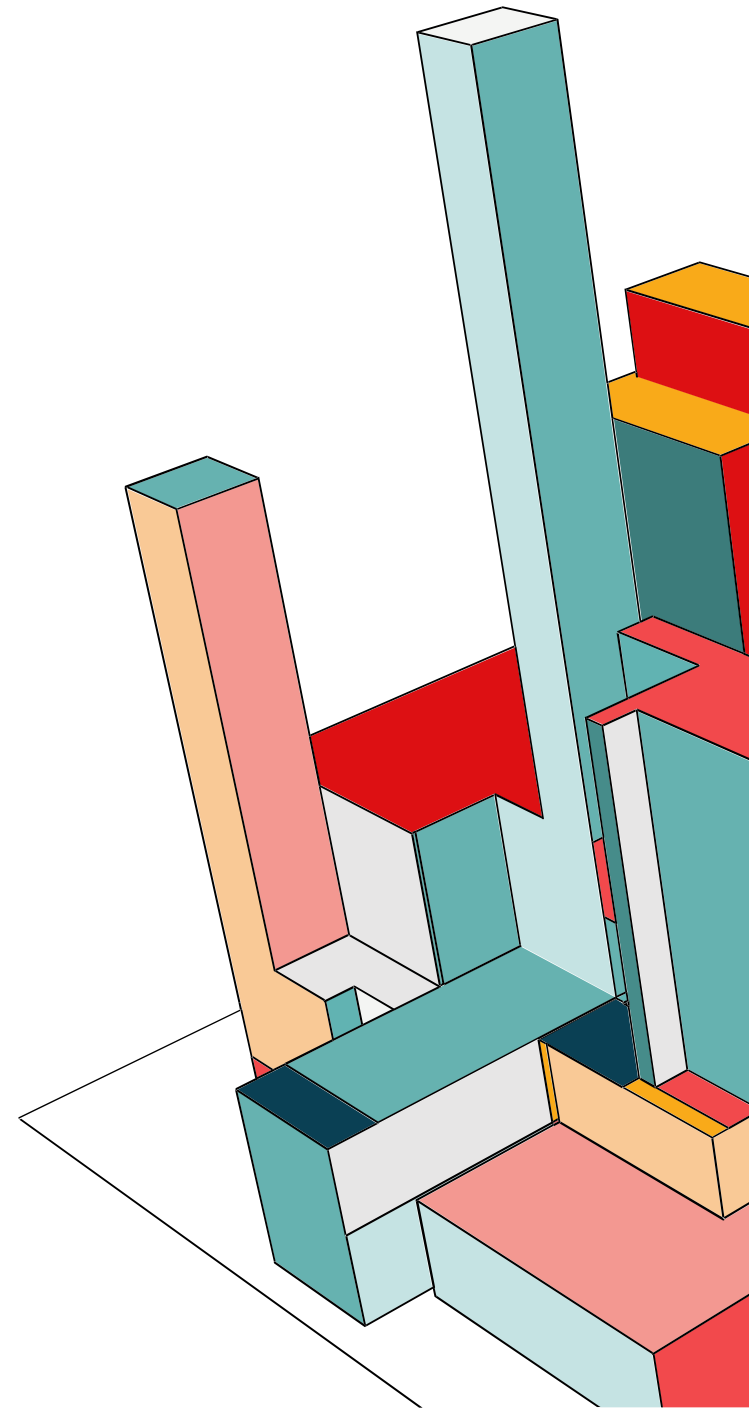
# I. INTRODUCTION

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What is autonomy at work?

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The importance of autonomy at work



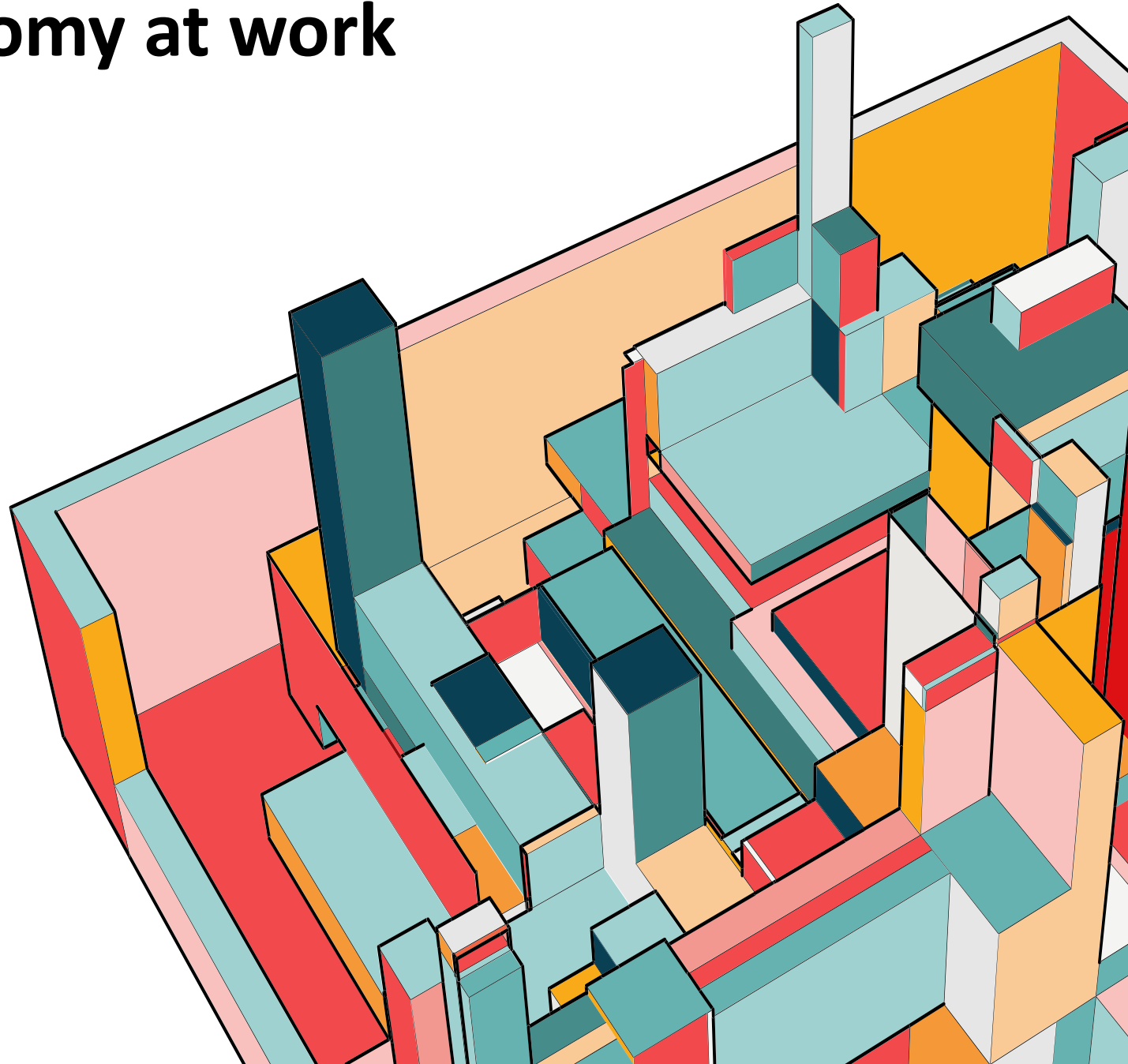
An abstract graphic on the left side of the slide consisting of several 3D rectangular blocks of varying heights and colors. The colors include red, teal, orange, and brown. The blocks are arranged in a way that suggests depth and perspective, with some blocks in the foreground and others receding into the background.

# What is autonomy at work?

Autonomy at work is the ability to self-manage, be independent and self-control during work without needing detailed supervision from others. This includes the ability to set your own goals, plan, manage your time, and make decisions without needing detailed guidance from a manager.

# The importance of autonomy at work

Autonomy at work is an important factor shaping individual and organizational success and performance. Autonomy not only brings higher work efficiency but also creates a positive work environment and intrinsic motivation.



# The importance of autonomy at work

Here are some important points about the importance of autonomy at work

Increasing productivity

Intrinsic Motivation

Creativity and Improve Work Quality

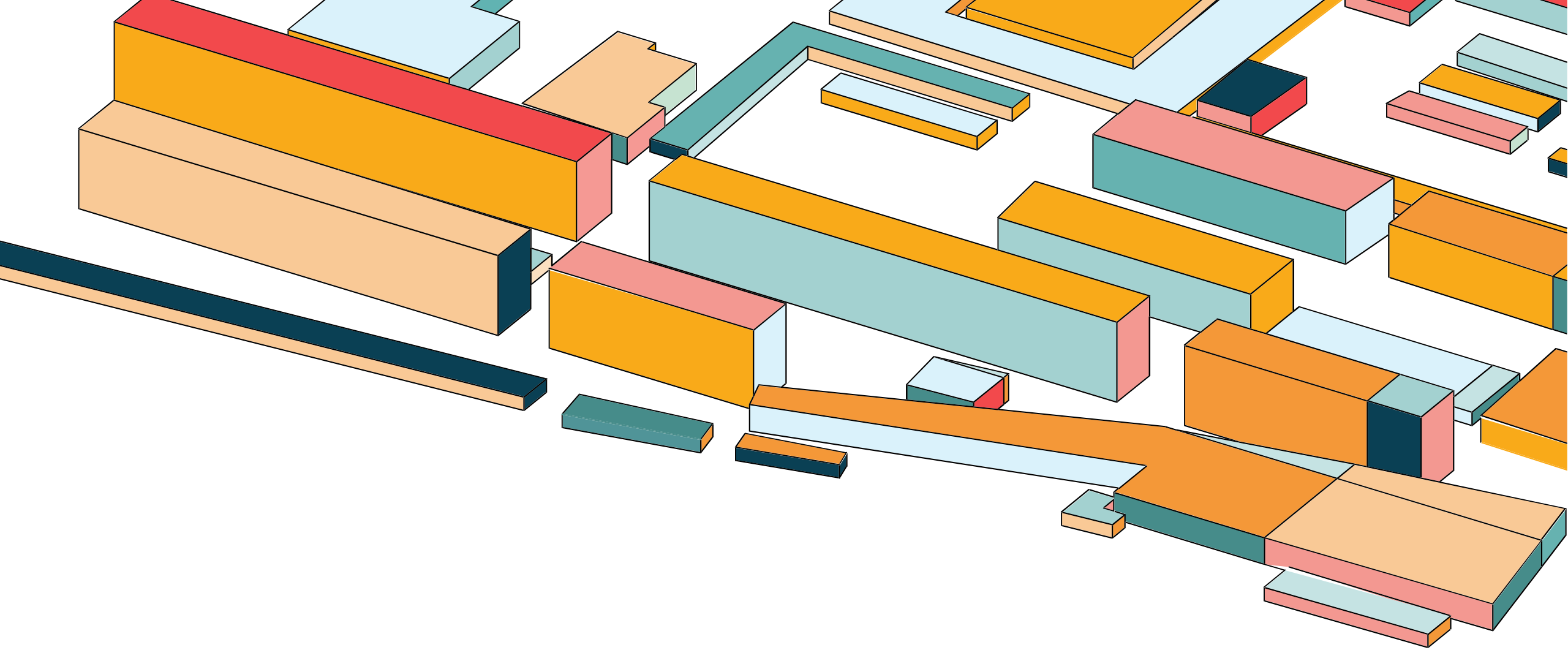
Independence and Self-Responsibility

Developing Management Skills

Build Self-Confidence

Reduce stress





## **II. Characteristics of Autonomous Individuals**





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- **1. Self-Setting and Planning**
- **2. Effective time management**
- **3. Make Independent Decisions**
- **4. Self-Control and Self-Motivation**
- **5. Ability to Self-Learn and Self-Develop**

# 1. Self-Setting and Planning

## Ability to Identify Goals

Self-directed people have the ability to clearly define personal goals and have an in-depth understanding of what they want to achieve in life and career.



## Planning skills

Strong skills in building detailed plans and setting specific steps to reach goals.



## 2. Effective time management

### Prioritize Work

Ability to determine importance and prioritize work intelligently to maximize performance.



### Divide Time Effectively

Flexible time division skills to ensure effective work completion.



### 3. Make Independent Decisions

#### Confidence in Decisions

The ability to be confident and dare to think independently, not afraid to face uncertainty.



#### In charge of

Willing to accept responsibility and consequences of the decisions they make.



## 4. Self-Control and Self-Motivation

### **Self-Control of Emotions and Behavior**

Ability to manage emotions and maintain controlled behavior.

### **Intrinsic Motivation and Independent Thinking**

Motivation from within and the ability to make independent decisions.



## 5. Ability to Self-Learn and Self-Develop

### Looking for Learning Opportunities

Always look for new learning opportunities.

### Independence of Thought

Open-minded and ready to face challenges





# III. SKILLS TO DEVELOP AUTONOMY

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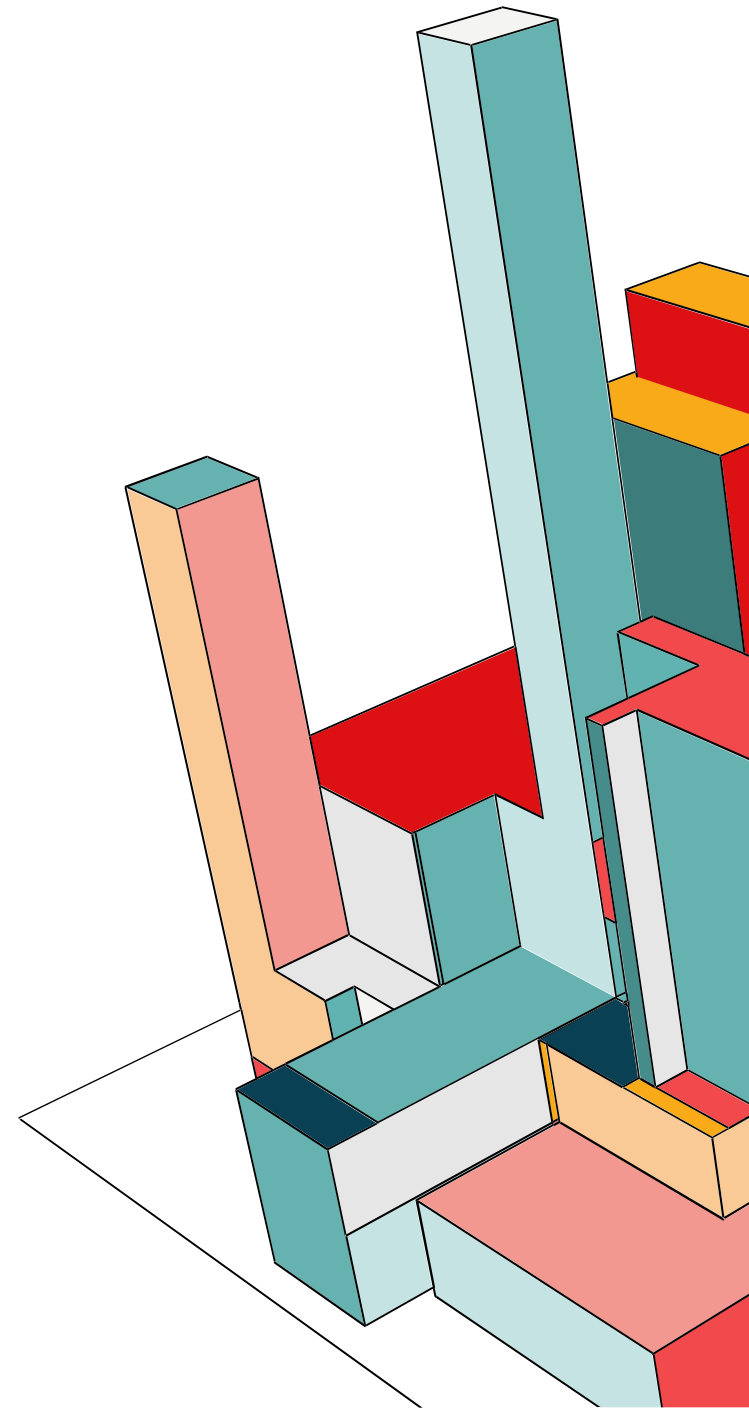
Self-Learning  
and Applying  
New  
Knowledge

2

Self-Motivation  
and Staying  
Motivated at  
Work

3

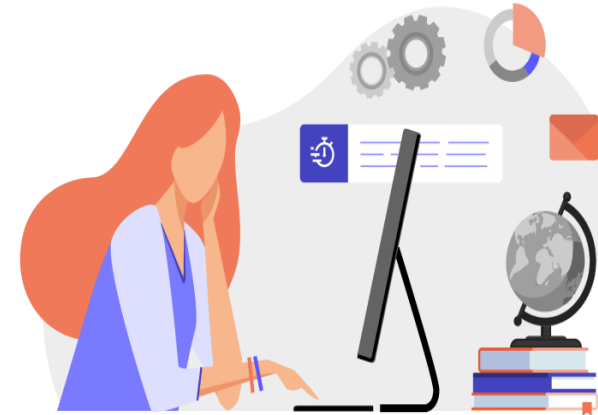
Personal  
Responsibil  
ity and  
Work Ethic



# 1. Self-Learning and Applying New Knowledge

## Continuous Self-Study

- Dig into new areas
- Use online resources and books



## Apply knowledge

- Create practice projects to reinforce knowledge
- Share knowledge with others to learn more





## 2. Self-Motivation and Staying Motivated at Work

### Identify Specific Goals

- SMART goals help with focus and measurement
- Combine short-term and long-term goals



### Stay Motivated

- Find motivation from personal growth and goal achievement
- Stress management techniques to maintain a positive spirit



### 3. Personal Responsibility and Work Ethic

#### Accept Work Responsibilities

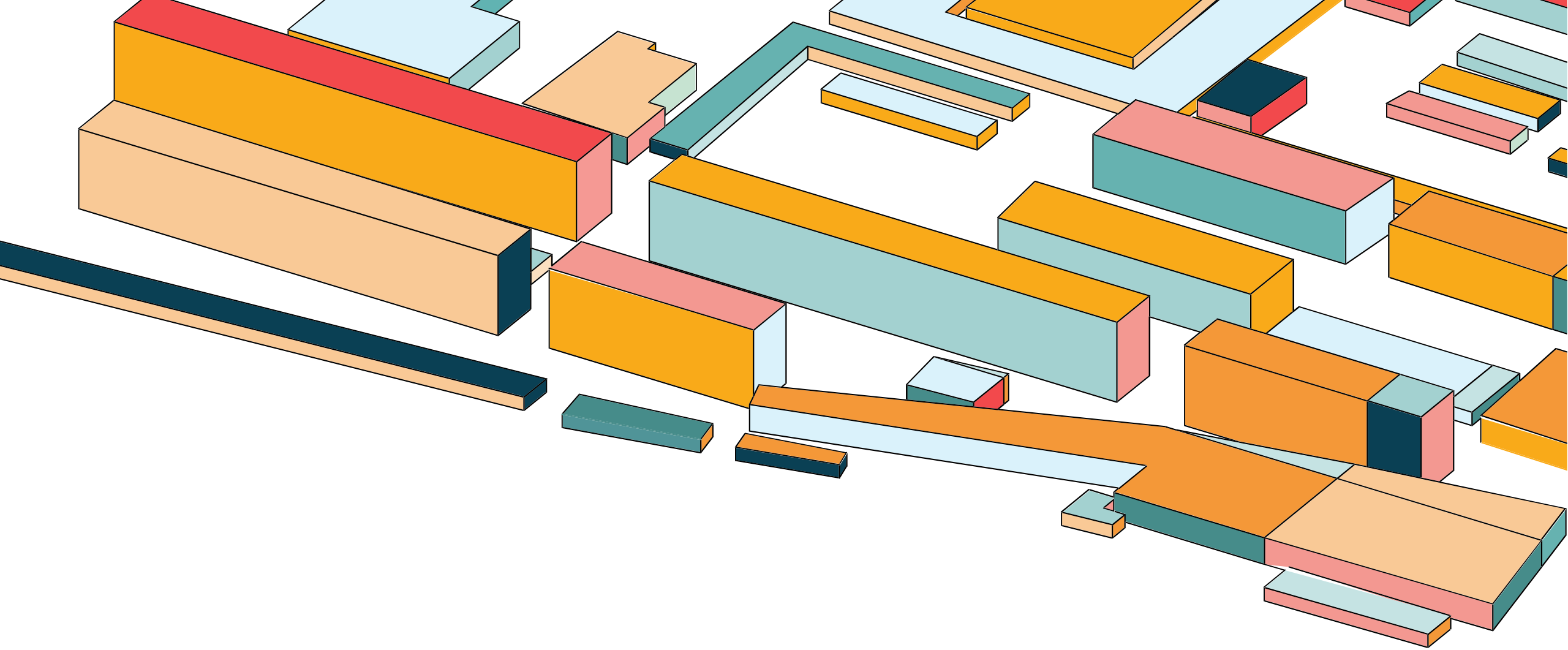
- This includes taking responsibility and taking ownership of your work
- Create a plan and track daily progress



#### Work ethic

- Comply with professional ethical principles
- Build a positive and united working environment





## IV. Work and Priority Management

◆ ? **Dividing Important Work and Firm Work**

◆ ? **Time and work management techniques**

## ? Dividing Important Work and Firm Work

- Set priorities based on the importance of the task.
- Use the Eisenhower model to classify tasks by priority and urgency.



## ? Time and work management techniques

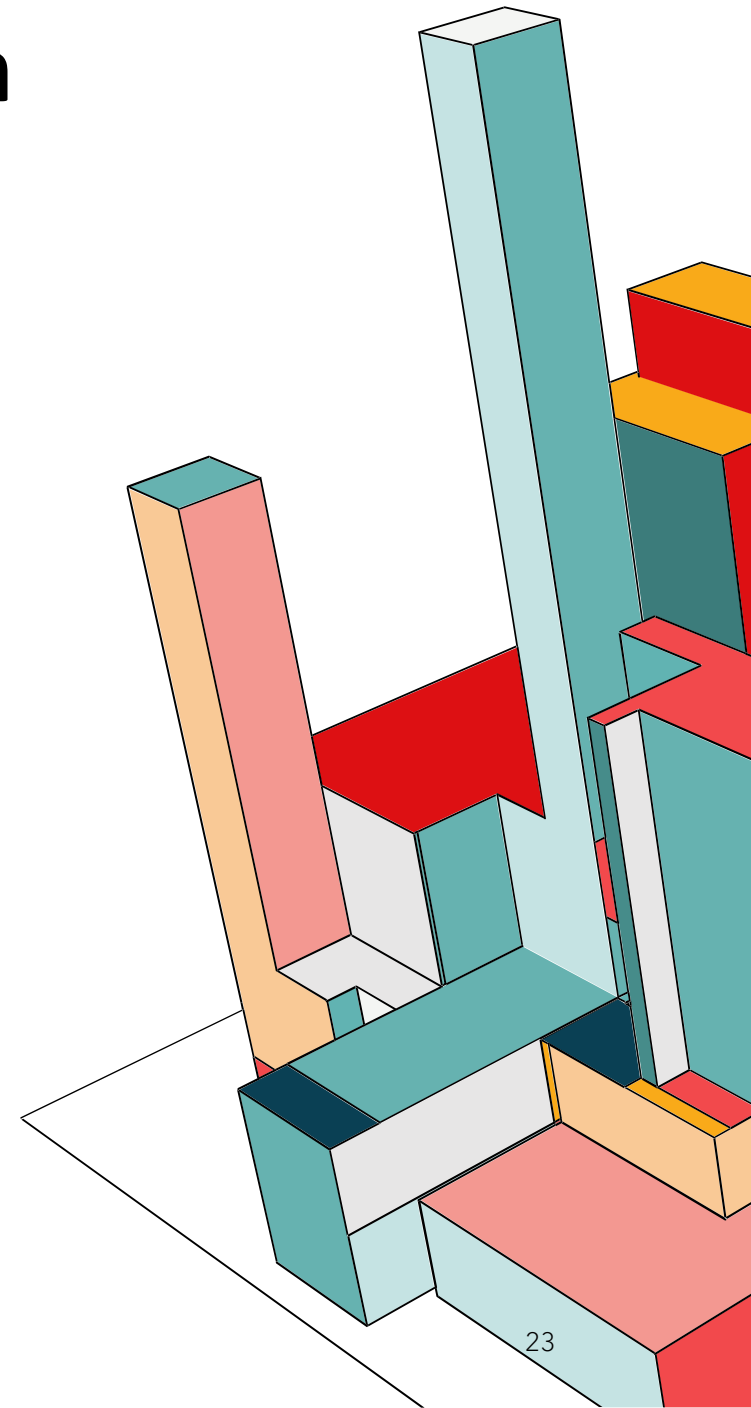
- Assign specific focus tools to maximize operational performance.
- Apply the Pomodoro technique to effectively manage work over time.
- Use time management tools like gantt boards to track and adjust work progress.



# V. Social Interaction and Communication

◆ ? Building Positive Working Relationships

◆ ? Effective Communication and Listening





## Building Positive Working Relationships



Positive relationships are an important foundation for successful teamwork. Support and a positive spirit facilitate a dynamic and creative work environment.

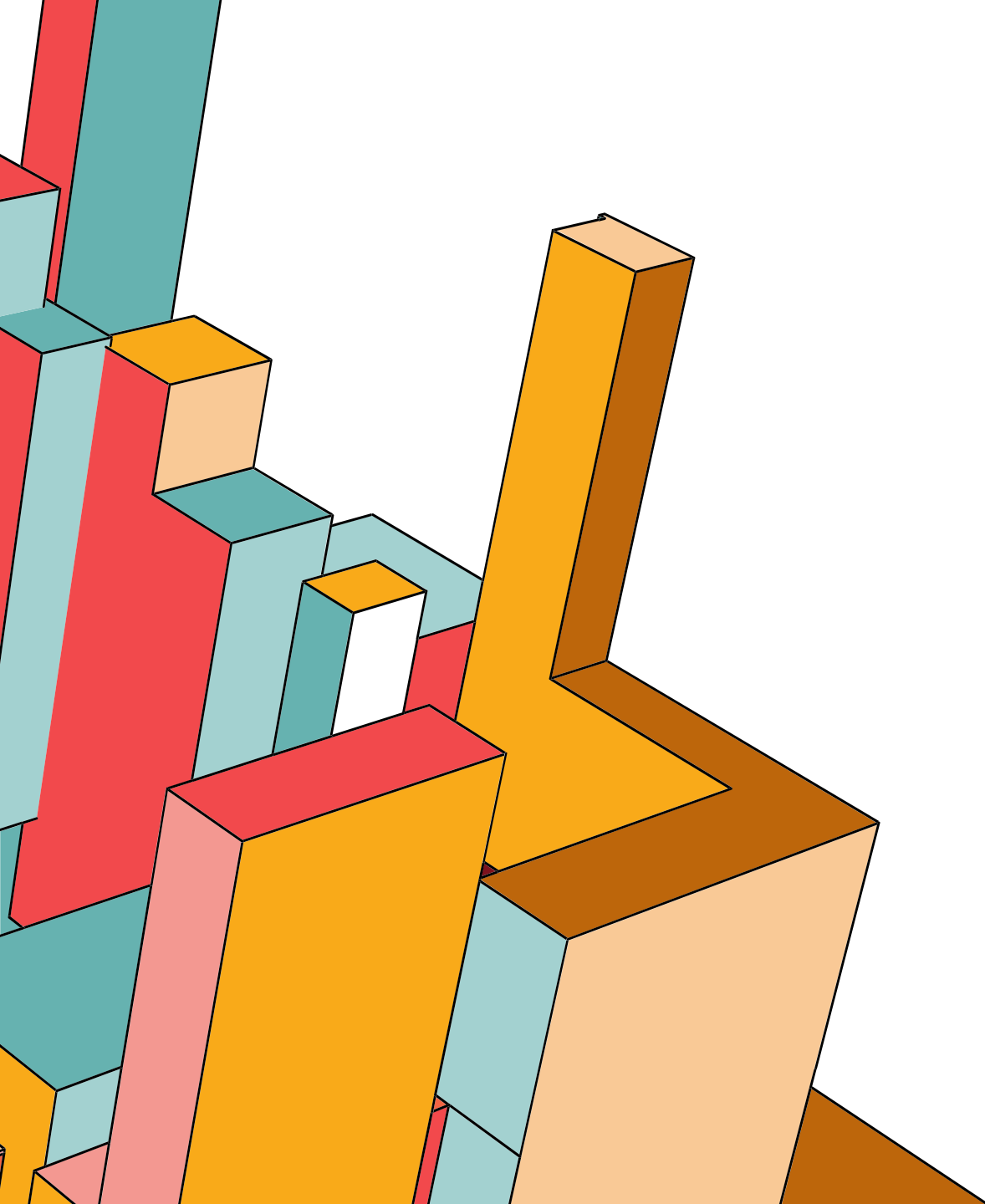


# ? Effective Communication and Listening



Effective communication and listening are both important factors. Communication opens the door to understanding, while sincere listening facilitates consensus and positive interactions.

## VI. Flexibility and Creativity

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- An abstract composition of various 3D rectangular blocks in red, teal, orange, and brown, arranged in a dynamic, overlapping structure on the left side of the slide.
- ◆ ? Adapting to changes.
  - ◆ ? Handling unexpected situations with flexibility.



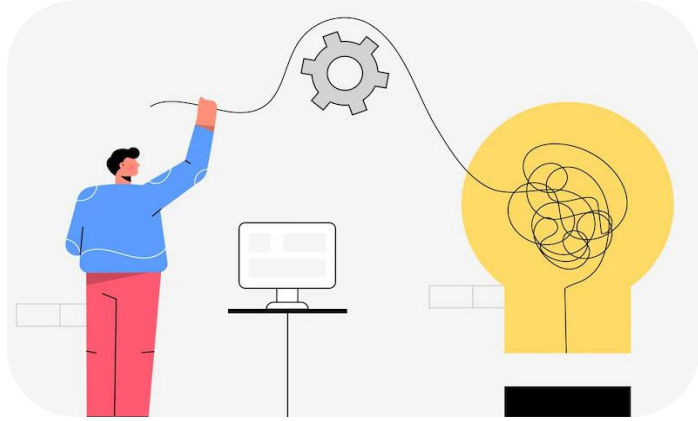
## Adapting to changes.



The ability to adapt to change is an important skill, helping us expand our horizons and discover opportunities in every situation.

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## Handling unexpected situations with flexibility.

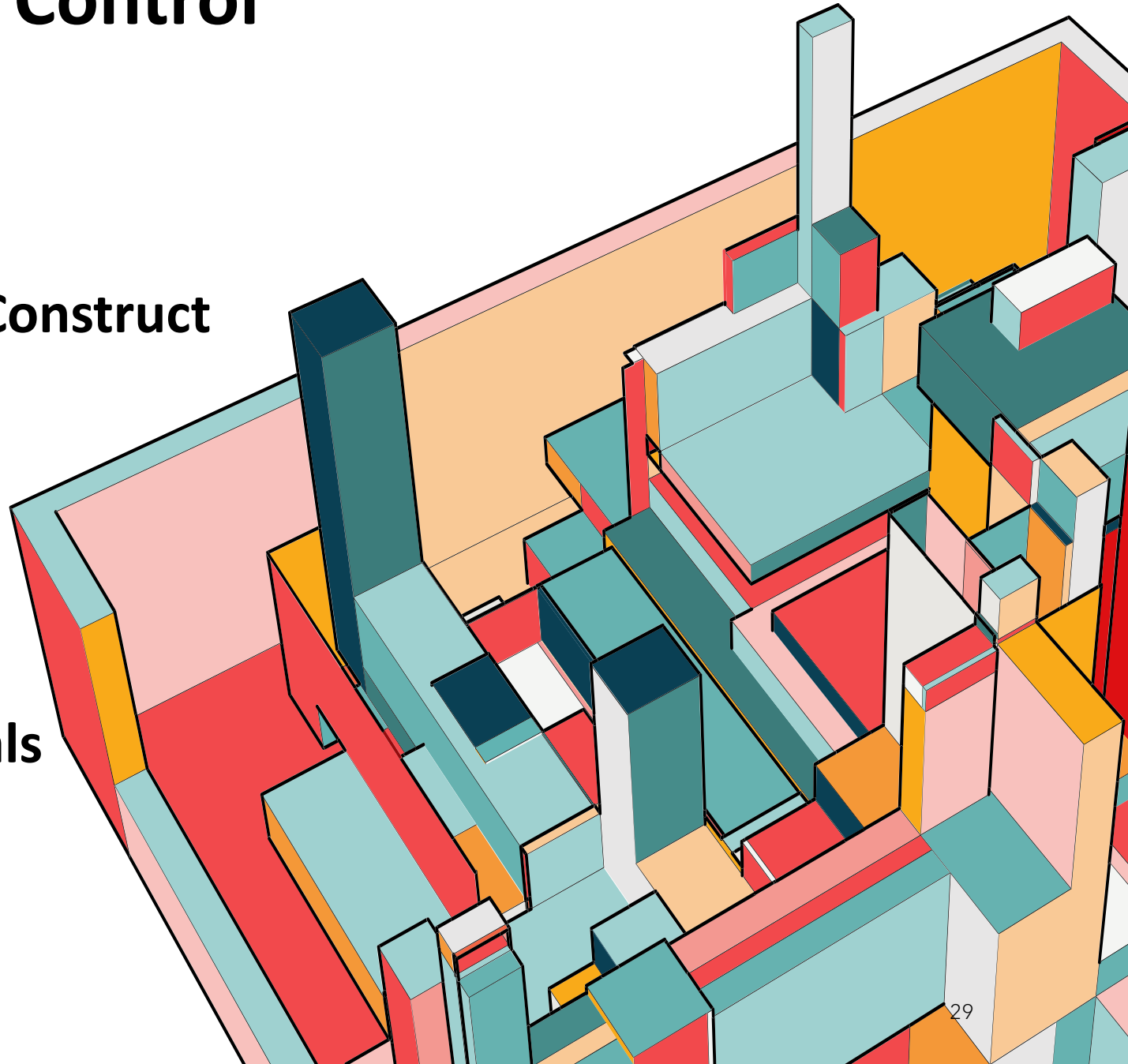


Flexibility is not only the ability to adapt, but also the ability to face and solve unexpected situations creatively. This requires an open mind and flexible thinking to create effective solutions.

# VII. Personal Performance Control

? Self-Assess Performance and Construct Feedback

? Set Personal Development Goals





# Self-Assess Performance and Construct Feedback

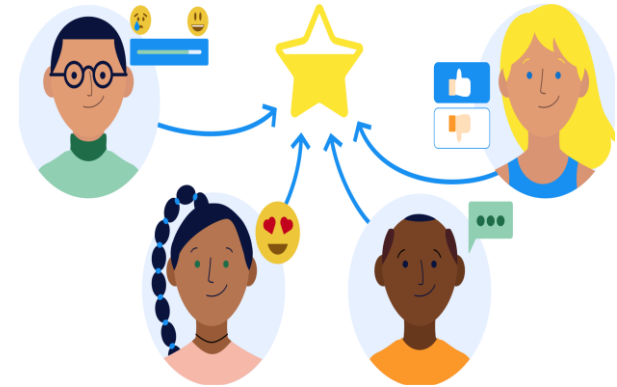
## Self assessment

Ability to self-assess personal performance, taking an honest and fair view of successes and challenges.



## Building Feedback

Skills in providing constructive feedback for personal improvement and development, accepting objections positively.



## ? Set Personal Development Goals

### Determine the target

Set clear and specific personal development goals to guide action and measure progress.



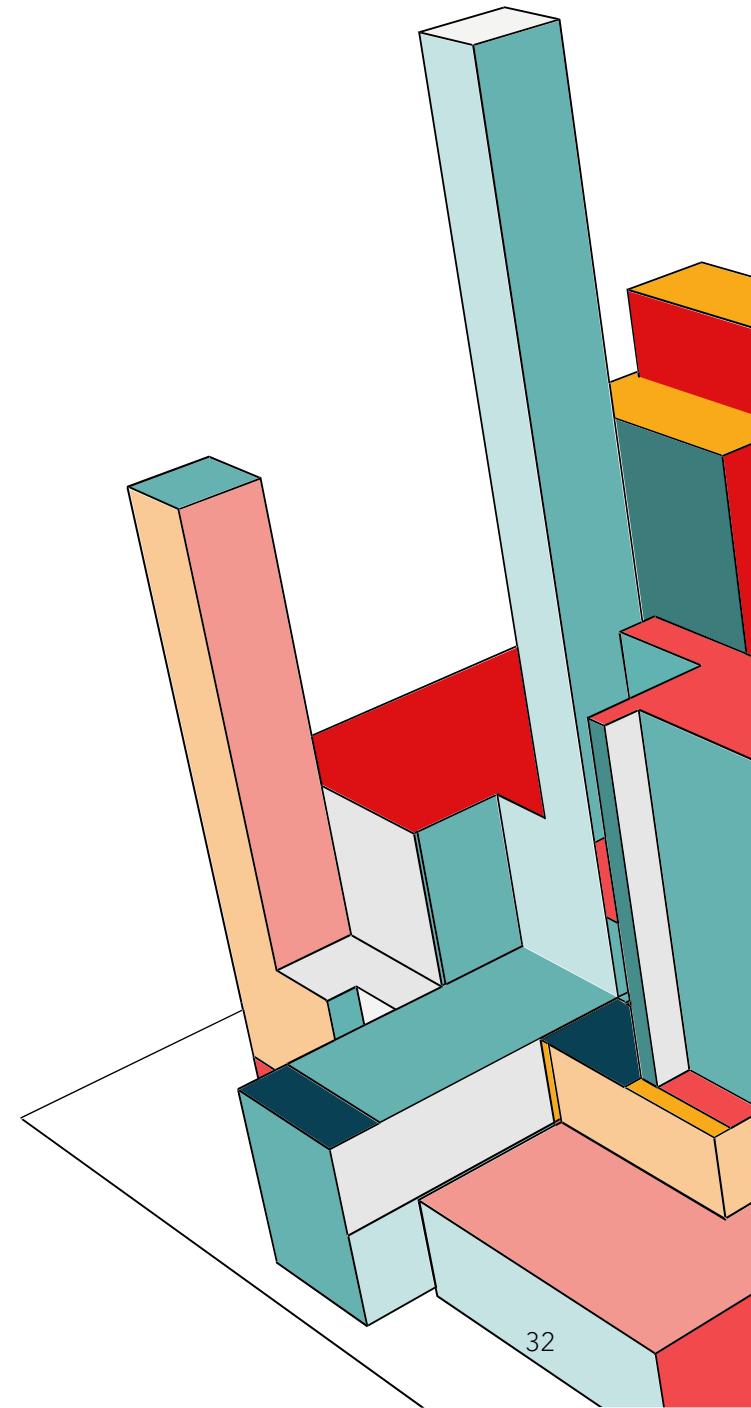
### Action plan

Develop detailed plans to achieve development goals, ensuring organization and guidance.



# VIII. Challenges and Overcoming Them

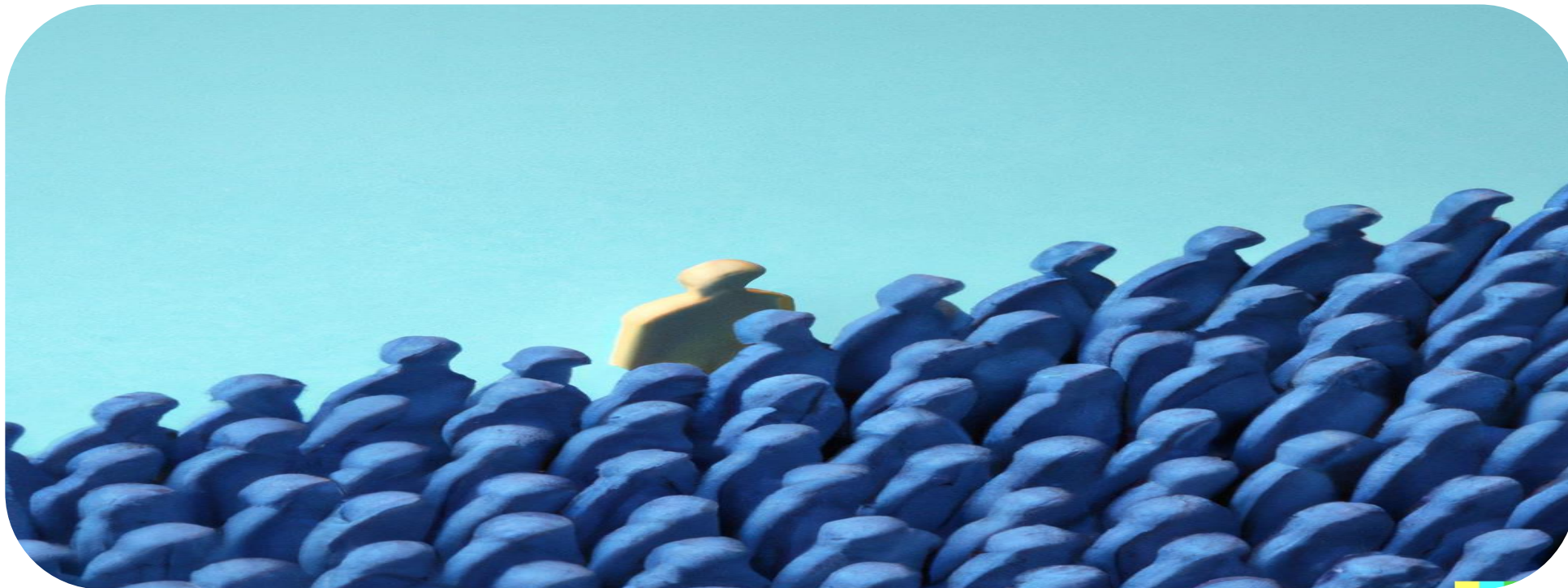
- ◆ ? The challenge of maintaining autonomy.
- ◆ ? Overcome difficulties and stay motivated.







# The challenge of maintaining autonomy.

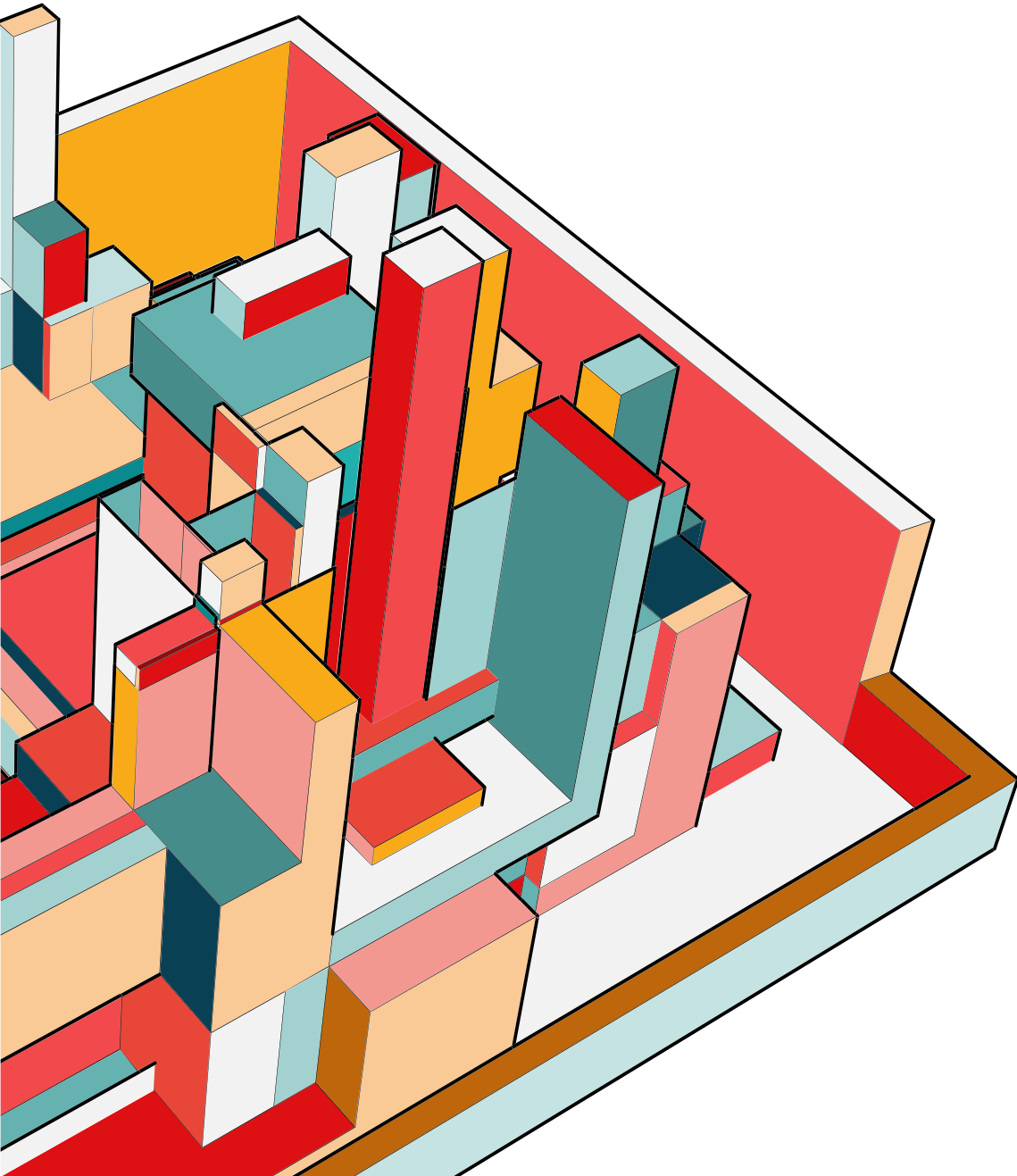


Maintaining self-control requires perseverance and the ability to face external pressures. Together, discover how to sustain yourself on your journey to achieving your goals.

## ? Overcome difficulties and stay motivated.

Learning to face difficulties, overcome challenges and stay motivated is the key to success. Let's share strategies to get through the difficult times in our journey.





## IX. Conclude

Self-control is a powerful force that comes from the soul, guiding us to face challenges and build our personal destiny. Believe in yourself, set goals, and act with determination. Self-control is not just an action, but also a mindset and mental state that helps you control your life. Let self-control become a source of encouragement, supporting you to overcome all difficulties and build a meaningful life.

Autonomy at work not only helps individuals develop strongly but also contributes to the success of the organization. Companies often appreciate employees with autonomy because they often bring efficiency and creativity to their work.

# THANK YOU

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