



Journey to your best program

Dao Vo

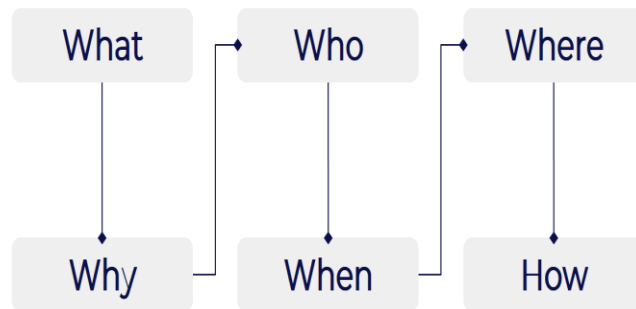
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Main content of the presentation

- 01 | Topdown approach
- 02 | Learning how to learn and learn fast
- 03 | Autonomy at work
- 04 | Smart question and how to apply it on your daily basis/work

Presentation model





WHOA!!

Real courage is when you know you're licked
before you begin, but you begin anyway and
see it through no matter what
— *Harper Lee, To Kill a Mockingbird*





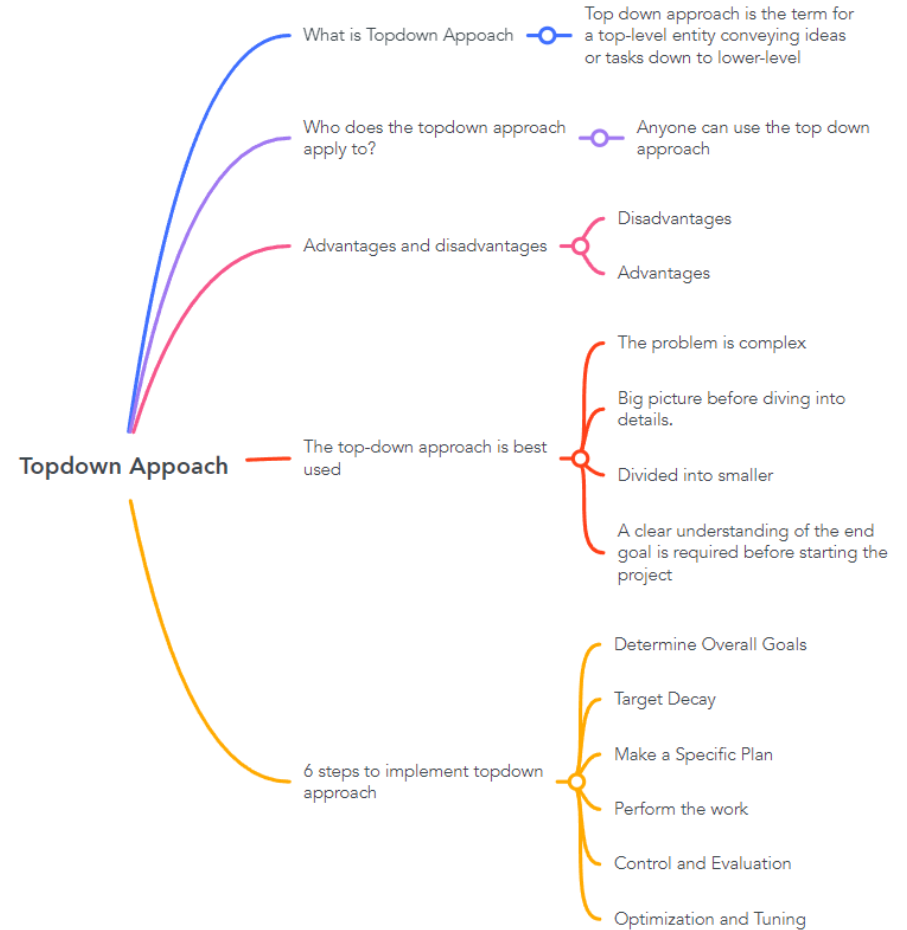
01

Topdown approach



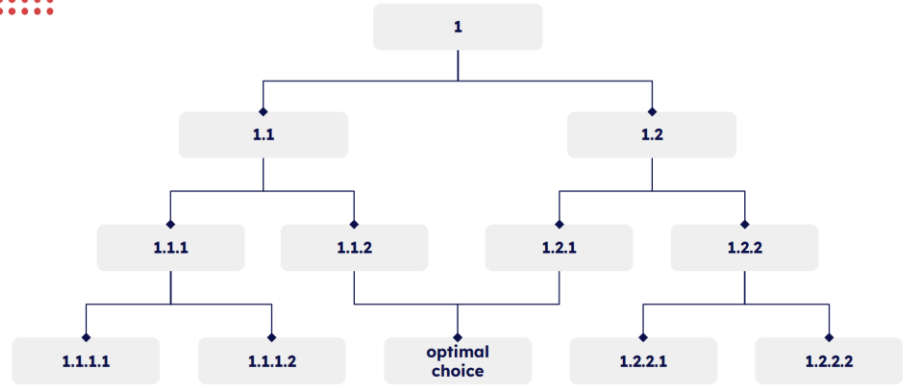


Content overview



What is the top down approach

Top down approach is the term for a top-level entity conveying ideas or tasks down to lower-level entities to achieve maximum efficiency.



Advantages and disadvantages



Advantages

- Easy to understand and implement
- Provides clear objectives and expectations
- Supports effective allocation of resources



Disadvantages

- Inflexible to change
- Limited to pre-determined solutions
- Can lead to missed opportunities or inefficiencies
- Can result in lower motivation and participation from lower-level employees



Who does the topdown approach apply to?

Anyone can use the top down approach
Because benefit :

- Good organization
- High performance
- Easy to Manage and Control
- Transparency and Understanding
- Accurate decisions



The top-down approach is best used



The problem is complex and needs to be broken down into smaller, manageable parts.



There is a need to understand the big picture before diving into details.



A clear understanding of the end goal is required before starting the project.



The solution can be divided into smaller subproblems that can be solved independently.

6 steps to implement topdown approach

Determine Overall Goals

Ask the question: "What is our main goal?"

Target Decay

Divide the overall goal into smaller components

Make a Specific Plan

Identify specific steps to achieve each small component. Schedule time, resources, and set detailed action steps

Perform the work

Take each specific step according to the plan

Control and Evaluation

Monitor progress, monitor and control work. Evaluate whether each step achieves the set goal and adjust if necessary

Optimization and Tuning

Optimize resource usage and deal with any problems that appear. Adjust the plan as necessary based on experience and learning from implementation

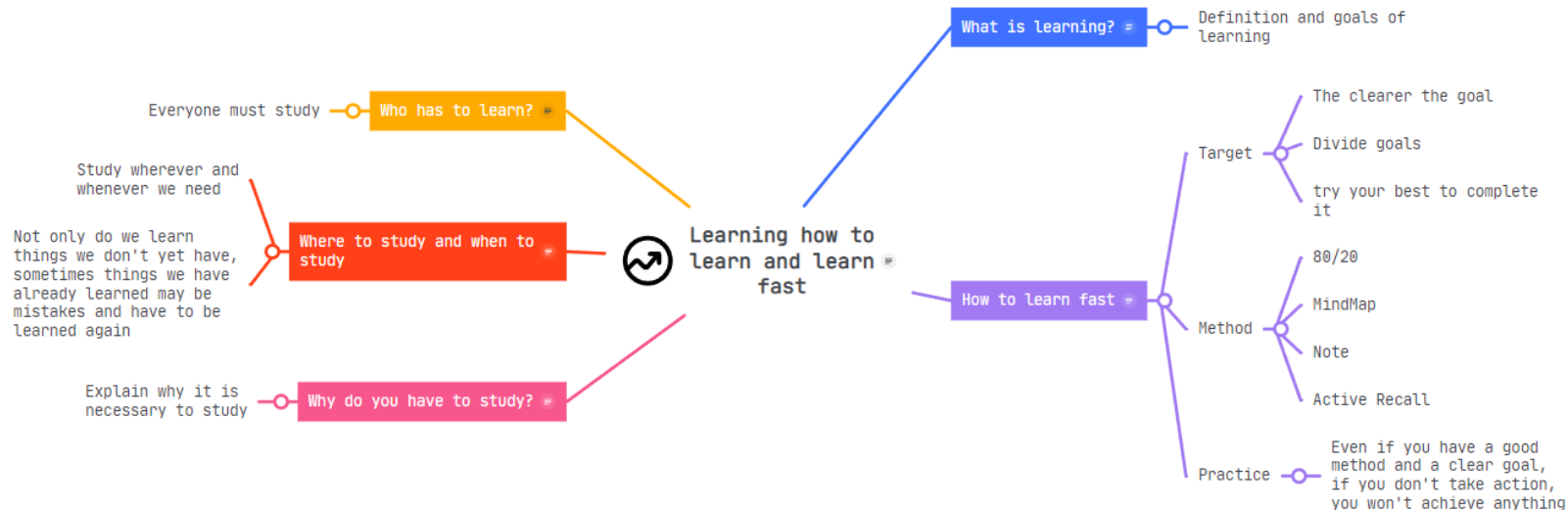


Learning how to learn and learn fast

02



Content overview



What is learning?

Learning is the process of acquiring new understanding, knowledge, behaviour, skills, values, attitudes and interests.

The human learning process starts from birth to death and learning has no limits

“An uneducated person is a person without knowledge, an uneducated person is a stupid person”
-Chinese self-cultivation book-



Purpose:

- Improve knowledge, learn to develop yourself, to make life better, to leave value for life
- Learn to fulfill your duty to society, learn to help people



Why do you have to study?

It not only helps people develop knowledge and skills but also expands vision, creates opportunities, improves quality of life and contributes to society.

Learning helps us become better people. There is no best, only better, always improve to make yourself better every day



Studying is not something you have to do, but if you don't study you will become stupid. Study to better understand the world around you . Anyone at any age must be eager to learn. Once they lose the spirit of learning, they are as good as dead

Who has to learn?

Everyone must study

It doesn't matter whether you're rich or poor
or status





Where to study and when to study

- Study wherever and whenever we need. A person who is eager to learn must know how to create a desire to learn when looking at things around them. Only then can learning be enhanced and the true nature of learning.
- Not only do we learn things we don't yet have, sometimes things we have already learned may be mistakes and have to be learned again



How to learn fast



Target

Define clear and detailed performance goals



Method

Use optimal methods for learning that can be flexibly used in different ways



Practice

Even if the goal is accurate and the method is great, if you don't practice, the result will be zero



Target

The clearer the goal, the simpler the implementation becomes

Divide goals into short-term goals to complete

Once you have set a goal, try your best to complete it

Example learn run :

1h 30m run

unless the weather is extreme

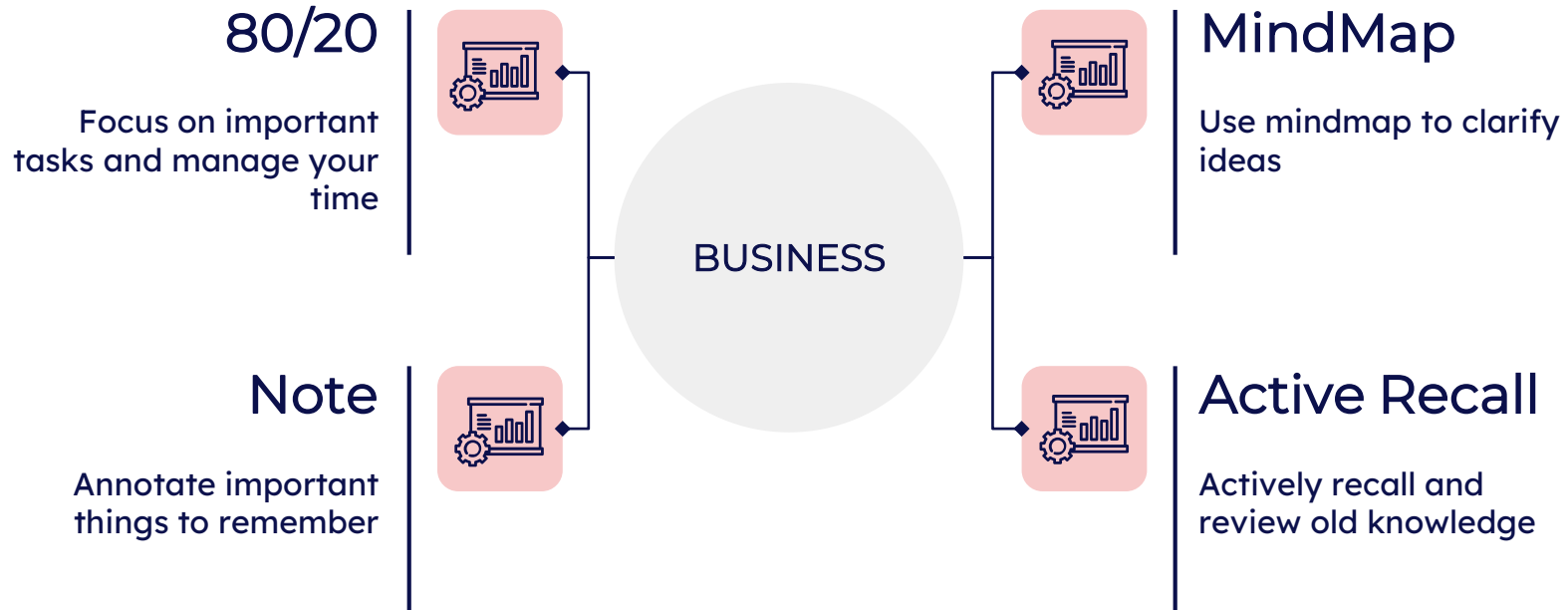
1500m

regardless of route

4 days a week

Increase 200m per week after 18 weeks of participating in 5km running

Method





80/20

Determine the optimal time to study during the day,
then create and organize your study according to the list

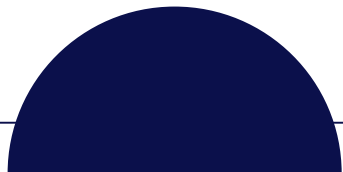
4:30 a.m – 6 a.m : Study theory

2:00 p.m – 4:30 p.m : Study natural subjects

7:45 p.m – 10:30 p.m : Study subjects that require calculation
or do not require much memorization

Focus on the important tasks first and try to complete them

Eliminates phone-specific interference factors



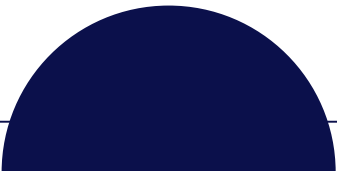
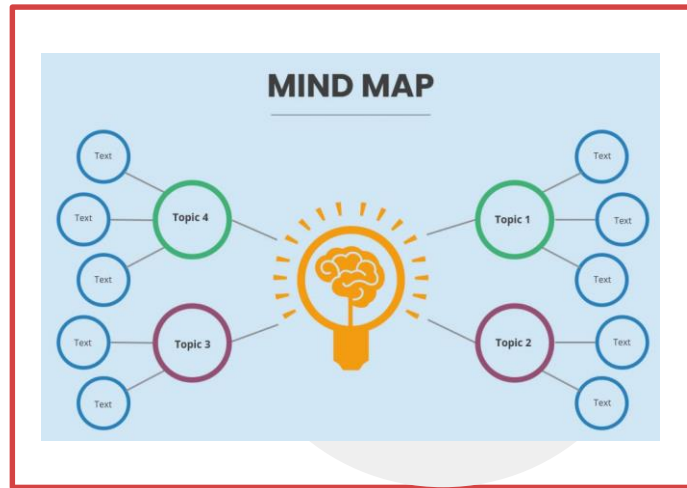


MindMap

The right brain is more inclined towards abstract thinking, perceiving images and colors. The left brain has strengths in logical thinking, remembering numbers, analyzing...

- Use mind maps to create an overview of the knowledge you are learning
- Use colors and images to make the mind map vivid and memorable
- Connecting main ideas helps you better understand how concepts are related

Use xmind to draw the diagram





Active Recall

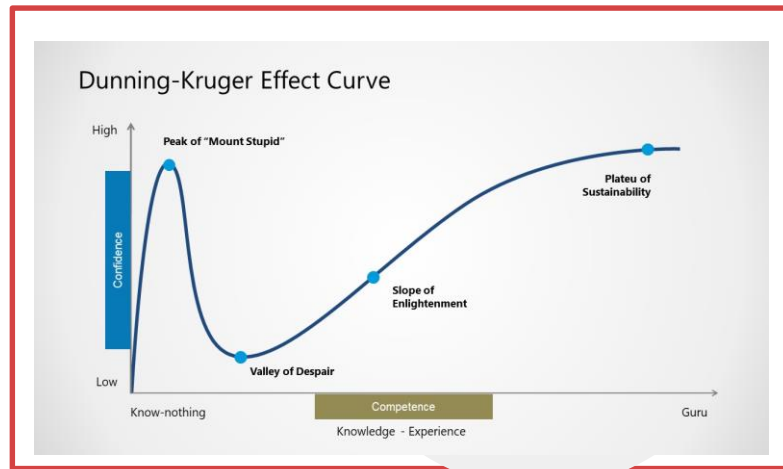
Stage 1 – You “Know Nothing”

Stage 2 – You reach “Peak of Stupidity”

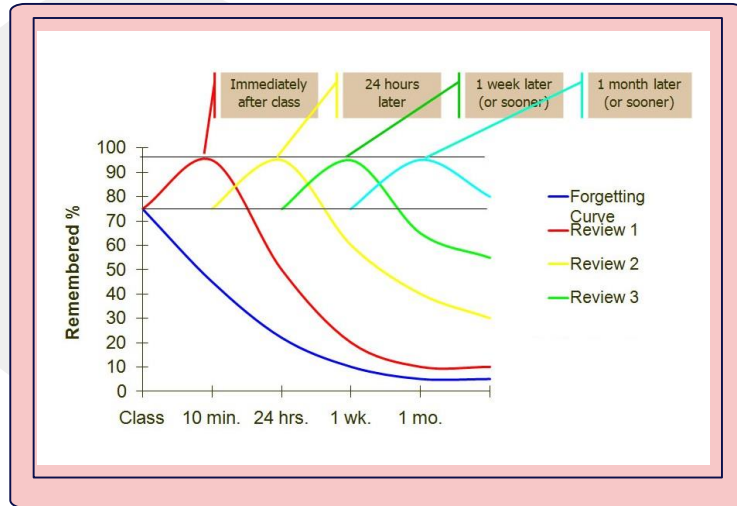
Stage 3 – Falling into the “Valley of Despair”

Stage 4 – You begin to climb the “Slope of Enlightenment”

Stage 5 – Become an expert and stay on the “Plateau of Sustainability”



Active Recall



Spaced Repetition

Review at the exact times that knowledge is gradually being forgotten.

Practice

Even if you have a good method and a clear goal,
if you don't take action, you won't achieve
anything

Create a daily study habit and do it continuously

10,000 hours is the magic number of greatness

-Malcolm Gladwell-



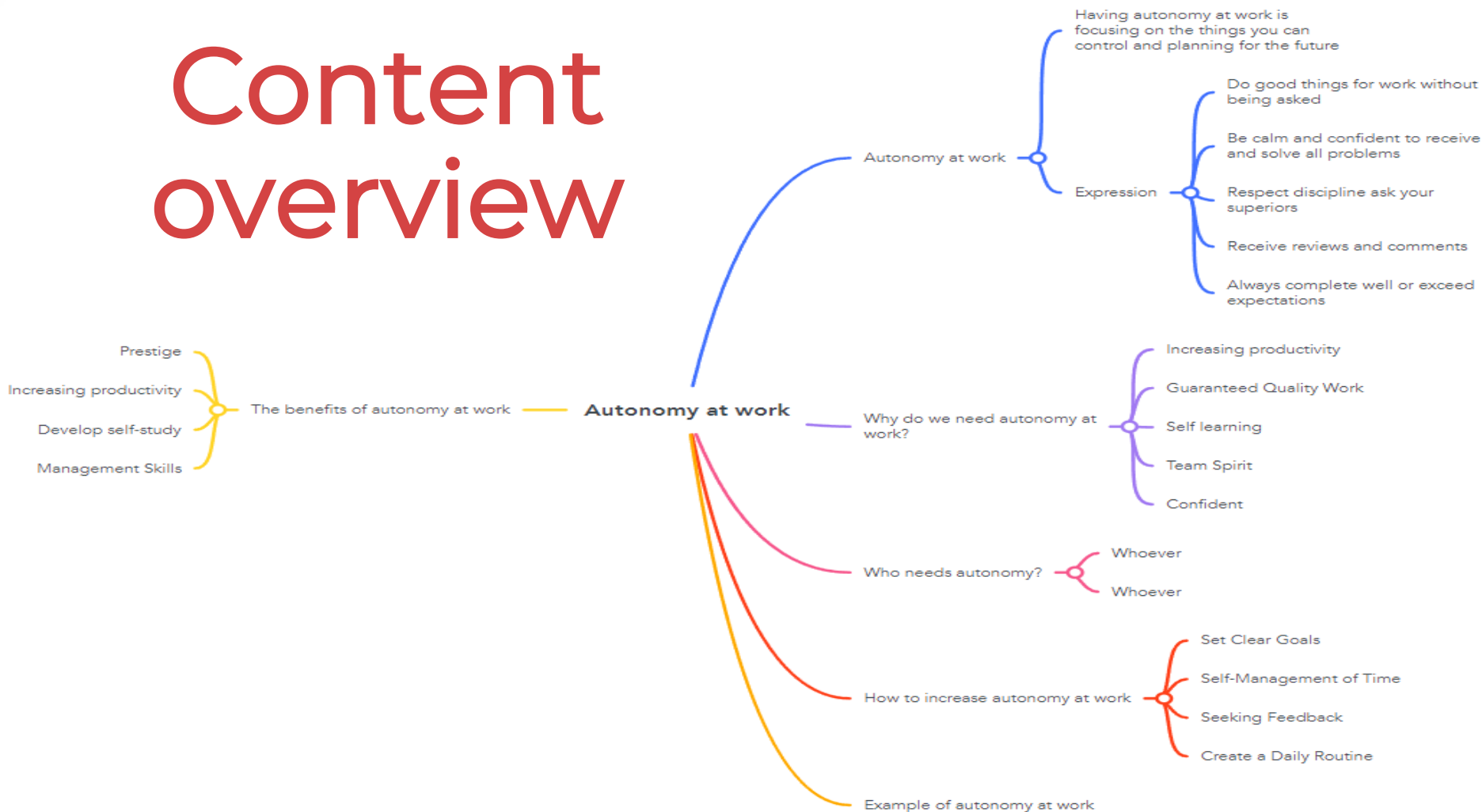


03

Autonomy at work



Content overview






Autonomy at work

Having autonomy at work is focusing on the things you can control and planning for the future. In other words, when you are a proactive person, you can complete assigned tasks well and work without being asked.

Expression :

- Do good things for work without being asked
 - Be calm and confident to receive and solve all problems
 - Respect discipline ask your superiors
 - Receive reviews and comments
 - Always complete well or exceed expectations
- 

Why do we need autonomy at work?

	DESCRIPTION
Increasing productivity	Working autonomously means being able to manage your own time, prioritize work and solve problems more flexibly
Guaranteed Quality Work	Focus on the quality of your work, set high standards for yourself, and spend time and effort to ensure the job is completed properly.
Self learning	Promote continuous learning and personal development
Team Spirit	Inspire teammates and create a positive work environment
Confident	Can self-manage and make decisions, thereby improving confidence

Who needs autonomy?



Whoever

Anyone needs to have self-control because this is a good personality that makes people become more perfect



Especially at word

Having autonomy at work helps us get things done and be appreciated



How to increase autonomy at work

Set Clear Goals

Self-Management of Time

Developing Personal Leadership Skills

Seeking Feedback

Create a Daily Routine



Example of autonomy at work

- **Planning** - Plan work, determine deadlines and identify specific steps to achieve goals
- **Prioritize Work**- Focus on the tasks that are important and have the greatest impact on the final results
- **Learn Essential Knowledge and Skills**- Independently research and learn to grasp necessary information
- **Asking for advice and feedback**- Ask for advice and feedback from your superiors
- **Solving the Problem of Self-Independence**- resolve it yourself before discussing it
- **Check and Evaluate Progress**- Regularly check work progress and evaluate



The benefits of autonomy at work



Prestige



Increasing productivity



Develop self-study



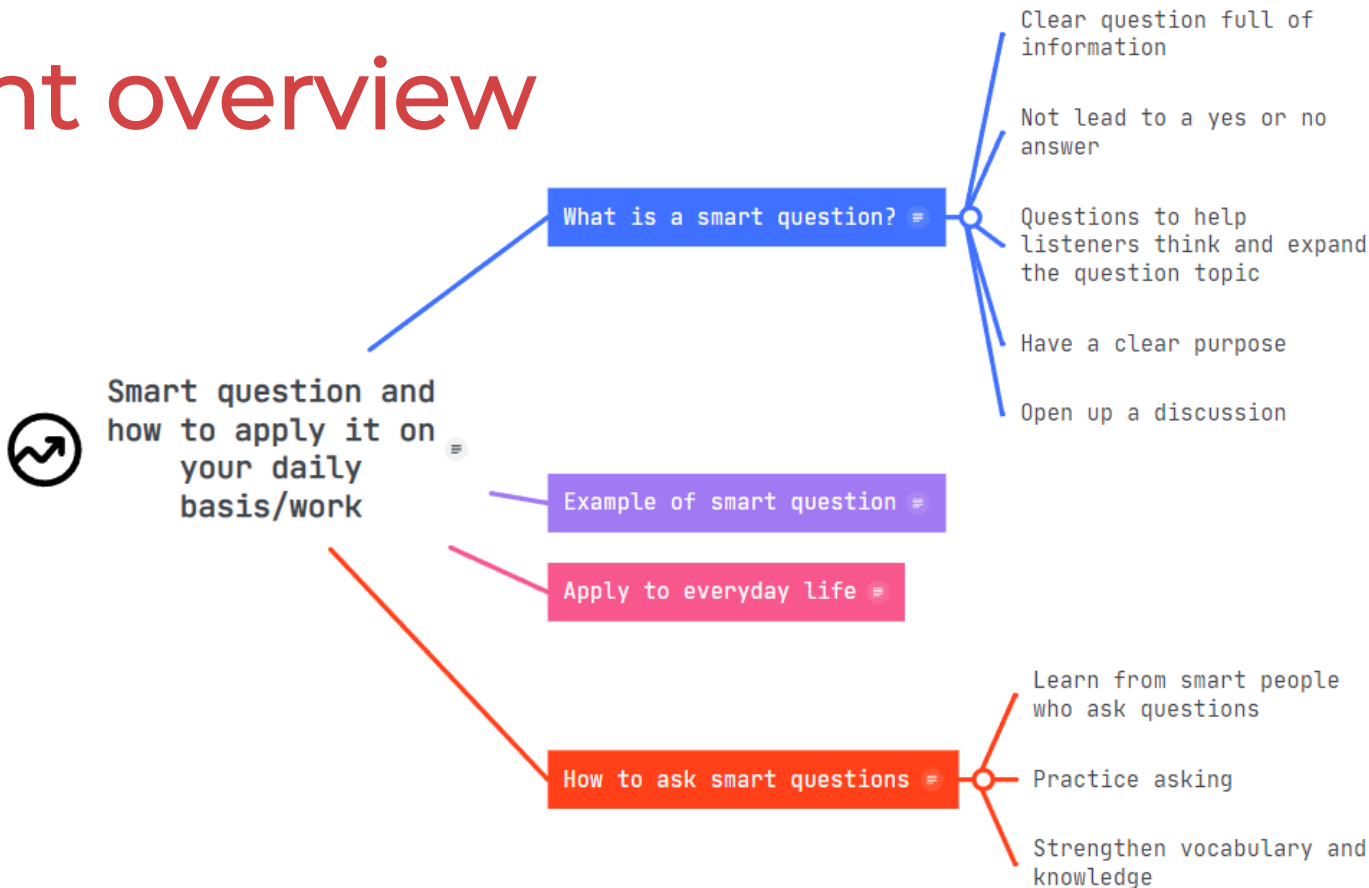
Management Skills

Smart question and
how to apply it on
your daily basis/work

04



Content overview







“Tis not every question that
deserves an answer.”

-Thomas Fuller-

“Quality questions create a
quality life.”

-Tonny Robbins-



What is a smart question?

- Clear question full of information
- Not lead to a yes or no answer
- Questions to help listeners think and expand the question topic
- Have a clear purpose
- Open up a discussion



Example of smart question

Shouldn't be "Can you check my homework for me?" Instead, you can ask "I am A in class B, I have submitted assignment C to you, I hope you can evaluate and give feedback on the results of my assignment."

Questions create discussion topics: are you rich, what do you think being rich is like?



Apply to everyday life

Personally, when I receive information from sources such as books or newspapers, I always question why something happened like that.

Sometimes it's a short but continuous question to get to the root of the problem

For example : why did I get a bad score: because I didn't have enough knowledge Why is there not enough knowledge: because there is too little review Why do I review so little? I want to play

From there, recognize the causes and nature of things and evaluate them

When learning new knowledge, you can also ask smart questions to expand in many directions or link different areas of knowledge together.



How to ask smart questions

Learn from smart people who ask questions

Practice asking questions with friends and they will answer you to see if the question is smart or not

Strengthen vocabulary and knowledge





THANKS!