

## Self-Test: Do you have these skills?

### Scenario A:

You are driving to your job when you notice that you have a flat tire. What do you do?

Your Answer:



### Scenario B:

You are working as a programmer in the information technology industry. It has been a very busy time around the office and work is piling up. What are some self-presentation skills that you could use in this situation?

Your Answer:

## Answers:

### Scenario A

*Call your office and let them know about your situation. This will show you understand the importance of attendance. Even though you will not be on time, you took the time to let them know you were going to be late. If you have a history of arriving to work on time and returning from breaks on time, they should understand.*

*The next thing you need to do is decide on if you will change the tire right now or get a different ride to work. You could ride the bus or ask a friend, neighbor, or co-worker for a ride to work. Make sure your appearance is professional when you arrive to work. This means you should change your clothes if you change your tire. Then change back into your work clothes if that's what you choose to do.*

### Scenario B:

*Working in the IT industry can be stressful at times. You may feel overloaded with work. One of the first professional skills you should use is to demonstrate self-control even though you feel stressed. Maintain composure and keep a positive attitude.*

- *Take a step back and think about the priority and order in which to complete your tasks.*
- *One way to maintain a positive attitude is to think about each task as a goal. Every time you mark one off your task list, you are moving forward.*
- *Taking pride in this work will also help you keep a positive attitude.*



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