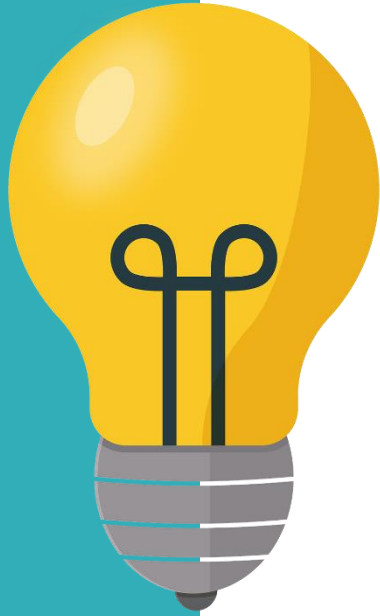


A man with a beard, wearing a black suit, white shirt, and black tie, is walking on the left. A woman with dark hair, wearing a grey suit and a necklace with a large circular pendant, is walking on the right. The background is an outdoor setting with a brick wall on the left and a paved area on the right. A large orange semi-transparent shape is overlaid on the image, partially covering the man and the woman. A yellow rectangular box is positioned in the lower-left quadrant, containing the text.

**DEVELOPMENT OF  
HABITS, ROUTINES  
AND ABILITIES**

# OBJECTIVES OF THIS PRESENTATION



01

**Understand Abilities**

02

**Work Habits vs Work Abilities**

03

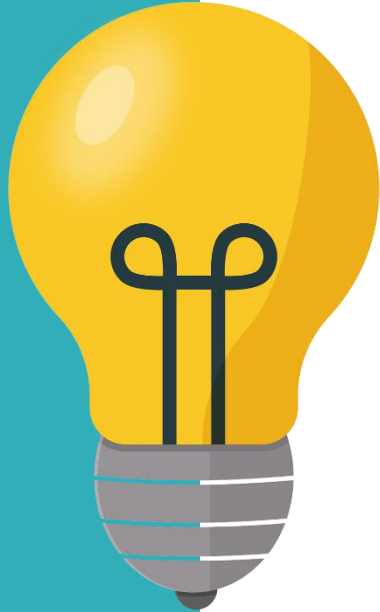
**Some Routines Applied**

04

**Prioritise Soft Skills**



# TABLE OF CONTENTS



01

**Abilities: Definition & Types**

02

**Work Habits vs Work Abilities**

03

**Routines to Develop Work Abilities**





# Abilities: Definition & Types



Ability is a capacity that an individual possesses to carry out a certain activity or to achieve a certain objective.  
It constitutes a comparative advantage for those individuals who possess it relation to other people.



# Abilities: Definition & Types



Types: Cognitive,  
manual, mechanical,  
scientific,  
linguistic, etc.



Two people with the  
same routines may  
have different skills  
and vice versa.



Success is the  
result of an efficient  
combination of  
routines and skills.





# Abilities: Definition & Types



**Problem Solving**

**Communication**

**Technological**

**Adaptability**

**Teamwork**

**Leadership**



# Work Habits vs Work Abilities

Work habits are the frequent behaviors of the worker that make it easier for him/her to work productively.



Personal Habits  
Work Habits

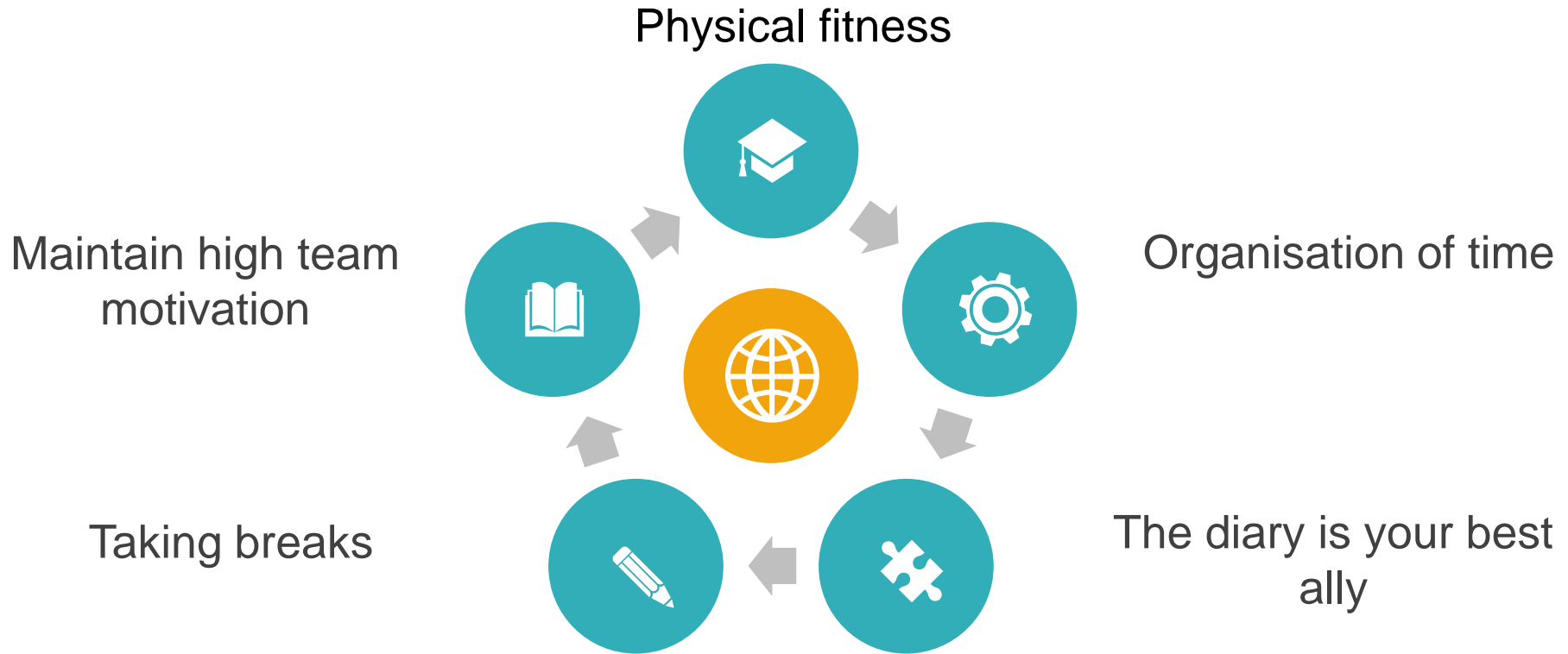
Work abilities are the things the employer wants the worker to know how to do.



Soft Skills  
Hard Skills



# Routines for Increased Productivity







# Routines to be Results Oriented



01

Focus on what's really important every day



02

Focus on winning small battles of that day not the war



03

Decide and plan every small step to win each battle



# Routines to Pursuit Improvement and Learning

  
01

Establish the routine plan of accepting that you don't know everything

  
02

Challenge your mind and learn to identify the beliefs that limit your vision

  
03

Look for new ways of doing things and remember that everything can be improved



# Routines for Resistance to failure

01

Create the routine of differentiating between facts (they teach you what didn't work) and judgements (they make you feel like a failure)

02

Establish the process of analysing at each moment the causes that led to the events

03

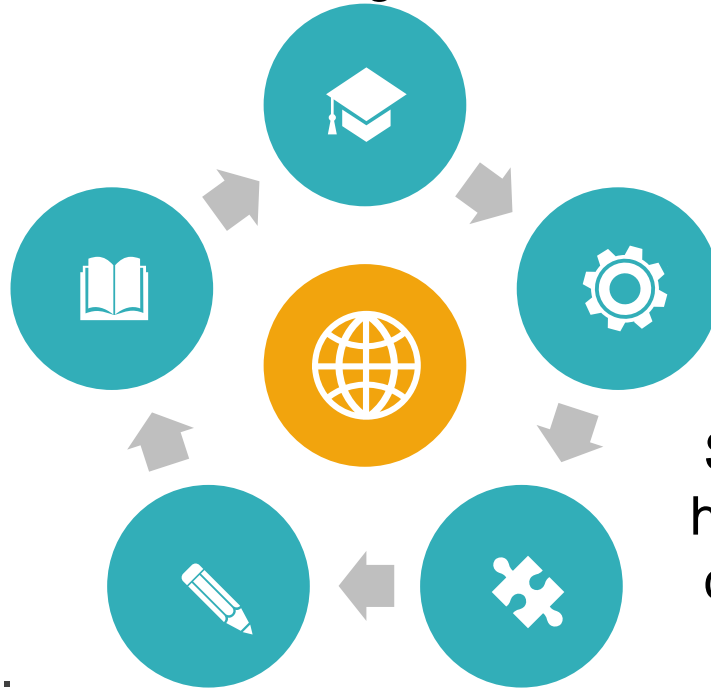
Focus your action on finding solutions for each cause



# Routine to Create A Feedback Culture

Creating a system for feedback so it happens regularly  
in the organisation

Foster both negative  
and positive feedback.  
Establish the right  
balance for it.



Making it secure and  
safe. Everyone should  
see it as an opportunity  
for improvement and  
not as a punishment.

Start small. If you've not  
had any type of feedback  
culture at your company  
previously, set up  
"baby-steps".



# Routine to Meet Deadlines



**Deadline** is a time by which some task must be completed.  
Very often, it means a time limit that is set in place by an authority.

## Benefits of setting up deadlines

To ensure that we  
complete our work

To encourage a  
smooth flow of work

To set up  
expectations



Evaluate  
what's  
required



Get the  
right  
resources



Allow room for  
unexpected  
problems



Plan  
in  
detail



Limit the  
damage of a  
missed  
deadline



Support your team  
during the project  
execution



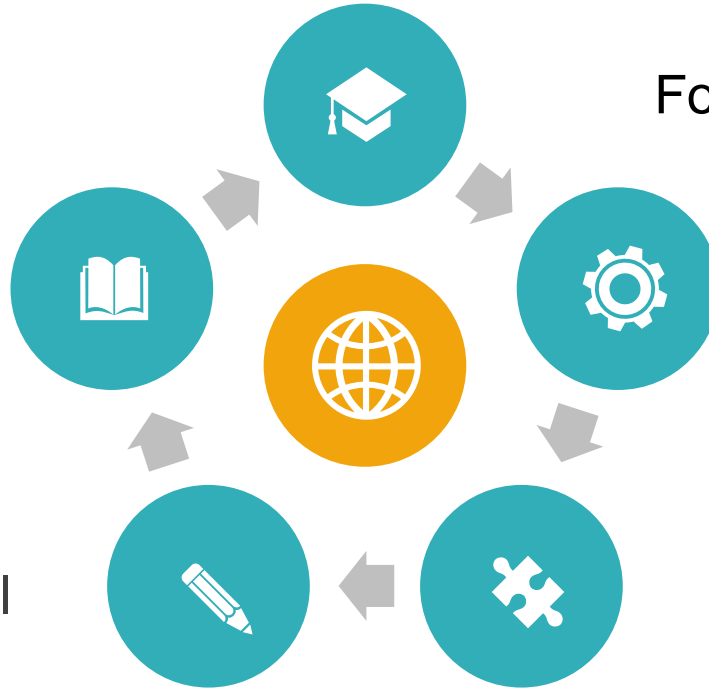
# Routine to Develop Highly Efficient Teams



Trained to quickly adapt to the fast changes in the market and the business

Foster an attitude of pride about the work done, reward and appreciate hard work.

Promote feedback that safety prevents inner criticism and/or betrayal among team members.



Foster good communication channels and constructive feedback.

Take initiative and motivate the team to take ownership of the good work produced.



# Routine to Manage Emotions Efficiently



01

Take a look at the impact  
of your emotions

02

Aim for regulation, not  
repression

03

Identify what you're  
feeling

04

Accept your emotions —  
all of them



# Routine to Manage Emotions Efficiently - 2



**05**

**Keep a mood journal**

**06**

**Take a deep breath**

**07**

**Know when to express  
yourself**

**08**

**Give yourself some  
space**





# Routine for Mistakes & Errors Acceptance

Always differentiate error from failure

Establish processes to  
rethink everything for  
continuous  
improvement

Avoid the blame  
culture



Train your team in  
taking responsibility

Establish error  
detection plans

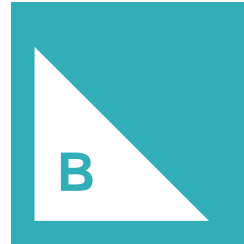
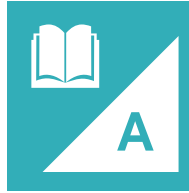


# Routine to Avoid Constant Distractions



## Work alongside productive people

Surround yourself with the most productive people in the workplace.



**Break tasks into chunks**  
Large tasks can seem overwhelming and can lead us to interruptions.



# Routine to Avoid Constant Distractions - 2



**Block online distractions**  
Consider investing in one of  
the distraction-free apps  
available.

## **Make time for breaks**

It may seem  
Counterintuitive,  
but these are important to  
increase productivity.





*snail*

Thank you

Insert the title of your subtitle Here