

# 10 Skills That Lead to Career Success

Accelerating Excellence with Del Gilbert  
Podcast Episode #80 - Resource Guide

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## 5 CHARACTER SKILLS

### 1. DEPENDABILITY

Set yourself apart by being a person of your word. Be someone who is reliable and can be counted on. Have a great attendance record, respond to emails, meet deadlines, follow projects through to completion.

### 2. OPTIMISM

Bring an upbeat, positive, can-do attitude to work every day. Be solution, not problem, oriented.

### 3. ADAPTABILITY

In order for organizations to thrive, they need to change with the changing marketplace. When your company implements a change, don't buck it, help successfully carry out the change.

### 4. RESILIENCE

Work through obstacles, roadblocks, and challenges. Stay with hard, complex projects. Bounce back strong from setbacks.

### 5. PRODUCTIVITY SKILLS

Don't settle for being busy. Be clear on your highest priorities and what tasks make the most impact. Then give your best effort on those 'vital few' tasks rather than the 'trivial many'.

## 5 INTERPERSONAL SKILLS

### 1. RELATIONAL SKILLS

Be warm, friendly, and take a sincere interest in others. Every business is a relationship business.

### 2. COLLABORATION

Work well with others. Appreciate the different strengths others bring to the team. Contribute to a positive work environment.

### 3. EMOTIONAL INTELLIGENCE

Handle your emotions in a way that is positive, appropriate, and professional. Respond rather than react. Be aware and sensitive to the emotions of others.

### 4. SERVICE

Look at your co-workers as customers, internal customers. Serve them well. If you are not serving an external customer, you are serving someone who is.

### 5. COMMUNICATION

Strive for clarity in all your communication. Be structured and organized. Be easy to follow. If you confuse, you lose.