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SAMPLE ESSAY

There are key elements that are necessary to be successful in online learning as well as with most careers. These skills are useful for those in roles of leadership to maintain order and productivity. In my career as a training coordinator, skills such as organization, time management, and communication are paramount.

Organization is an optimal skill to help efficiency. It is a necessary ability that enhances learning through orderly schoolwork and increases productivity in one's job through systematic documentation. This process allows for files and documents to be arranged so that they can be easily accessed (Hamilton, 2013). Paperwork organization allows for training documents to be updated and placed in specific binders for dissemination to team members. Additionally, it is imperative to keep email files organized so that tasks are not forgotten or overlooked. Just as years ago when paper mail had to be sorted, email must be sorted or grouped into appropriate folders (Weber & Horn, 2011). Great organization skills make keeping and accessing information efficient.

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Time management is an element or skill that allows employees as well as students to get the most out of the allotted time. "It's been estimated that reading, responding, and doing something with business e-mail can consume two to four hours each and every day!" (Weber &

Horn, 2011, p. 33). Prioritizing tasks and scheduling events allow one to maximize productivity (Hamilton, 2013). When time is scheduled and work is ordered, the most important things get done first. It does not matter if an unexpected meeting is called; the imperative jobs have been accomplished or planned. Highlighting the most important tasks ensures that those take first place and do not get overlooked in a rush. Along with time management comes the ability to be flexible. Flexibility allows for rearrangement of schedules to make sure all responsibilities are taken care of in an acceptable amount of time. Effective time management is a constantly

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evolving skill.

Communication is an ability that is equally required in course work as well as the corporate world. To convey information in a clear and concise manner is key whether one is training someone or writing a research paper. There are so many various methods in which to communicate (Hamilton, 2013). It is essential to use an appropriate medium so that the message is received. Day to day communication such as email and phone conversations must be professional as well as grammatically correct. It is also important to maintain proper etiquette when communicating online or through email (Hamilton, 2013). Additionally, training communication is much like teaching in that information must be imparted or taught to others. One must take into account the different types of learners that will be on the receiving end. Communication should be auditory, visual, and kinesthetic in order to be optimal. Having the ability to clearly relay key thoughts and ideas to others is a valuable skill.

There are three elements that have proven to be key to productivity in master's programs, in the professional world, and in everyday life. Organization, time management, and communication are skills that should be honed and crafted as one continues in his or her degree or career path.

References

- Hamilton, A. (2013). *Essay writing in a virtual environment*. Nashville, TN: Music City Press Inc.
- Weber, R.M., & Horn, B.D. (2011). Taming your inbox. *Journal of Financial Service Professionals*, 65(4), 33-36. Retrieved from Business Source Complete database.

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