It is often said that we live and work in an information age where expert technology skills are important. Your teachers have likely told you that as you moved through the grades. Your school has included this course in your studies so you can learn important computer skills that will help you at work, home, and play.

When it comes to work, most employers need workers who have a strong work ethic in addition to good computer skills. Without having a strong work ethic, productivity may not reach the required level to justify staying in business. Therefore, most employers try carefully analyze this trait when each person is interviewed.

Having a strong work ethic is very important for people who work without direct supervision. This includes workers who work at home or travel where they must set their own schedule and manage their own resources. It also includes workers who must adapt to changes in the workplace.
People in business are concerned about what is communicated by the written word. As they write memos, letters, and reports, they may plan for the content but may not plan for the image of the message. Experts, however, realize that neglecting the way a document looks can be costly.

Many times a written piece of correspondence is the only basis on which a person can form an impression of the writer. Judgments based on a first impression that may be formed by the reader about the writer should always be considered before mailing a document.

The way a document looks can communicate as much as what it says. Margins, spacing, and placement are all important features to consider when you key a document. A quality document is one that will bring the interest of the reader to the message rather than to the way it appears.
Why are some people so amazingly productive while others are not? Procrastination is the explanation offered in response to this query. Productive people do not waste time. They maintain that you should not put off till the next day what you can do today. People who are successful tend to be those who manage time rather than let time manage them.

A number of things can be done to combat procrastination. First, prepare a listing of the tasks that must be accomplished. Many of the tasks that appear on the list will take minimal time, while others on the list may take a substantial amount. As each task is achieved, it should be deleted from the list. This gives a person a sense of accomplishment and increases the likelihood of additional tasks being completed.

The next suggestion is to divide a big job into several smaller parts. Doing so can make the job appear less overwhelming. Along with breaking the job down, set deadlines for completing each part of the job. The probability of completing a large job is much greater when it is divided into parts that have assigned deadlines.
Extra Timed Writing 1

How you key is just as vital as the copy you work from or produce. What you put on paper is a direct result of the way in which you do the job.

If you expect to grow quickly in speed, take charge of your mind. It will then tell your eyes and hands how to work through the maze of letters.

Extra Timed Writing 2

Time and motion are major items in building our keying power. As we make each move through space to a letter or a figure, we use time. So we want to be sure that every move is quick and direct.

A good way to reduce motion and thus save time is just to keep the hands in home position as you make the reach to a letter or figure. Fix your gaze on the copy; then, reach to each key with a direct, low move at your very best speed.
Do you think someone is going to wait around just for a chance to key your term paper? Do you believe when you get out into the world of work that there will be someone to key your work for you? Think again. It does not work that way.

Even the head of a business now uses a keyboard to send and retrieve data as well as other information. Be quick to realize that you will not go far in the world of work if you do not learn how to key. Excel at it and move to the top.

When you key copy that contains both words and numbers, it is best to key numbers using the top row. When the copy consists primarily of figures, however, it may be faster to use the keypad. In any event, keying figures quickly is a major skill to prize. You can expect to key figures often in the future, so learn to key them with very little peeking.
Many options are available for people to ponder as they invest their money. Real estate, savings accounts, money market accounts, bonds, and stocks are but a few of the options that are open to those who wish to invest their extra money. Several factors will determine which type of investment a person will choose. These factors pertain to the expected rate of return, the degree of liquidity desired, and the amount of risk a person is willing to take.

An investor who seeks a high rate of return and who is willing to take a high degree of risk often considers the stock market. Stock markets or stock exchanges are organizations that bring investors together to buy and sell shares of stock. Stock represents a share in the ownership of a company. Since more risk is associated with an investment that has a high rate of return, judgment must be exercised by those thinking about the purchase of stock.
Many firms feel that their employees are their most valuable resources. Excellent companies realize that people working toward common goals influence the success of the business. They are also aware of the need to hire qualified people and then to create a work environment to allow the people to perform at their highest potential. Firms that believe that the main job of a manager is to remove obstacles that get in the way of the output of the workers are the ones that do, in fact, achieve their goals.

Not only do executives and managers in the most successful firms admit to themselves the value of their employees, but they also reveal this feeling to their workers. They know that most people enjoy being given credit for their unique qualities. They also know that any action on their part that helps the workers to realize their own self-worth will lead to a higher return for the firm, since such people are self-motivated. When leaders do not have to be occupied with employee motivation, they can devote their energy to other important tasks.
An education is becoming more important in our society. More jobs will be open to the skilled person, with fewer jobs open to the unskilled or less educated person. Future jobs will require people who can communicate and who have basic math and reading skills. It is predicted that there will be a large number of new jobs available to those with the appropriate training who want to work in an office. These jobs will require the skills listed above and an ability to process office documents.

To quickly process quality office documents will take a great deal of training. A person must be able to key rapidly, format a variety of documents, make decisions, follow directions, recognize all types of errors, and apply language skills. In addition to these skills, the best office workers will be willing to put forth an extra effort. You should begin to put forth an extra effort today to get the training needed to become one of the skilled workers in the labor force of the future.
Something that you can never escape is your attitude. It will be with you forever. However, you decide whether your attitude is an asset or a liability for you. Your attitude reflects the way you feel about the world you abide in and everything that is a part of that world. It reflects the way you feel about yourself, about your environment, and about other people who are a part of your environment. Oftentimes, people with a positive attitude are people who are extremely successful.

At times we all have experiences that cause us to be negative. The difference between a positive and a negative person is that the positive person rebounds very quickly from a bad experience; the negative person does not. The positive person is a person who usually looks to the bright side of things and recognizes the world as a place of promise, hope, joy, excitement, and purpose. The negative person generally has just the opposite view of the world. Remember, others want to be around those who are positive but tend to avoid those who are negative.
A college education is one of the best investments a person will ever make. Acquiring an education takes an investment of time, effort, and money. As with all investments, the investor must realize that a definite degree of risk is involved. However, an investment in a college education does not bear the degree of risk that you will find with investments in such things as stocks, land, or precious metals. Even though there is no guaranteed rate of return on an education, a person will benefit in a variety of ways. Usually, those with a college degree can expect to earn higher salaries during their lifetime than those who do not have a college degree.

What else can a person who has a college degree expect to gain? One of the most common answers is that they would have more options than they would have if they did not have the degree. Most colleges seek to foster the intellectual, social, personal, and cultural growth of the student. As a result, those who have a college degree can anticipate greater opportunities with more options than those who do not have a degree. For example, job, economic, social, as well as travel options are all expanded for college graduates.
Have you ever thought about becoming a teacher? Teachers are crucial to our welfare. They are put in charge of one of America’s most precious resources, students. They are expected to assist in developing this resource into a well-rounded person who fits in well with other members of our culture. They are also expected to produce students who are able to contribute to society and make it a better place to live. Our culture hinges on the quality of teachers we entrust with our future.

Being a teacher is quite a challenge. Teachers work with a broad range of individuals with a variety of interests, backgrounds, and abilities. Teachers try to help all students realize their potential and be able to cope with a world that is changing very rapidly every day. A teacher’s job is to try to equip students with the skills necessary to be lifelong learners, to keep pace with changes, and to be productive. In order to be successful at teaching, a person must like working with people and enjoy learning.