When you are on the phone you are interacting with someone. It is a purely verbal communication meaning you must be careful of your wording and tone. If you have great communication skills over the phone, this is an asset to your current or future employer. It is also a skill that improves with practice!

Like talking on the phone, emailing is simply another form of communication. An email demonstrates a couple of different skills: Organization and media literacy.

Organization: How do you organize your inbox, do you sort and categorize? Do you flag to-do items? Your inbox is a direct reflection of your organizational skills!

Media Literacy: Do you know how to read your audience when sending an email? Do you use the correct verbiage and formality when needed? How about being brief and to the point in other situations? If you understand the differences in certain types of emails and when they are called for, this form of communication can make a huge impact on your job performance.
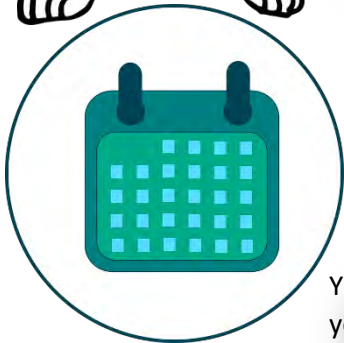
Does it take you two hours to convince your child to eat breakfast? Or are you out in the yard chasing your dog trying to get them back inside? How well do you manage your own people? (my dog is my person, don't judge) If you are efficient and can inspire efficiency in others, it speaks volumes about your leadership abilities.

Are you an organized person? do you like to effectively manage your time? Do you cut costs where you can? A **consistent** schedule of something as simple as meal prepping can indicate these characteristics.

You're calendar should be one of your most prized possessions as a professional. It is a direct reflection of how you organize and prioritize your life, don't be shy to use it as an example for your employer!

Your enthusiasm at work will be noticed in any role you have or are seeking. If you are a generally optimistic and happy person, a future employer is going to look at you in a great light.

Working out is not just important for the physical benefits. Companies seek to promote exercise due to its mental benefits as well. Trust me, I know it is hard to shut off Netflix, but getting off the couch can really elevate your health and your career!

Taking a class outside of work not only helps you gain a specific skill, but it also shows your willingness to learn and constantly improve.

Reading is a great way to build social skills and intellectual skills. It doesn't matter if your book is a self help guide or a fantasy novel. There are often lessons to be learned and horizons to be expanded in every type of book.