

1.TAKE AN OPINION.

2.KEEP RELATIONSHIPS.

3.BUILD YOUR EYES OPEN.

4.WORK INFORMATION.

5.MANAGE A SITUATION.

6.FORM YOUR TIME.

7.PROCESS AN OPEN MIND.

8.GIVE UNKNOWNS.

9.WEIGH UP BOTH WAYS.

10.KEEP YOUR SKILLS.

11. READ THE PROS AND CONS.

12.BUILD YOU AN INSIGHT.