



21st Century Skills In Action

Critical Thinking

1. Reason effectively. Use different kinds of thinking, drawing on different kinds of evidence. Find similarities, patterns, differences, compare, make observations, develop concepts, ideas, and conclusions.
2. Collect and consider a range of views. Gather, listen to, evaluate, and integrate into analysis of diverse points of view.
3. Question effectively. Develop and ask significant questions that clarify information, deepen understanding, and lead to greater knowledge or better solutions.
4. Analyze. Consider, test, weigh, and evaluate evidence and information, including facts, contexts, arguments, and opinions. Determine how pieces interact with and affect each other.
5. Reflect on experience. Draw on evidence from personal experience to inform thinking, new learning, and processes.
6. Make reasoned judgments and decisions. Assess information, form opinions, draw conclusions, and make decisions.
7. Solve problems. Identify and recognize problems; apply reason and strategic thinking to address and solve problems.

Initiative, Self-Direction, and Leadership

1. Develop goals and outcomes. Set goals with short, medium, and long-term time frames, and identify criteria for success, targets, results, outcomes, and/or products.
2. Work independently. Define, prioritize, monitor progress, and complete tasks without direct oversight.
3. Manage time. Balance short, medium, and long term goals, analyze time requirements to reach results, and manage workload to reach maximum results efficiently.
4. Develop knowledge and skills through self-directed learning. Actively and independently expand and deepen learning and experience to gain greater knowledge and understanding, to master skills, and to advance personally and professionally.
5. Guide, lead, and inspire others. Identify and use strengths of others to accomplish shared goals, demonstrate by example the highest standards of work and achievement, and use interpersonal and problem-solving skills to influence, inspire, and guide others to achieve outcomes.
6. Demonstrate accountability as a leader. Adhere to the highest ethical standards, use influence and power for the benefit of achieving the best possible results, and act responsibly in the interest of the larger community.



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Productivity, Accountability, and Responsibility

1. Manage projects to achieve goals. Prioritize, manage time, and align efforts to achieve goals, whether with single or multiple projects.
2. Fulfill responsibilities. Follow through with agreed-upon work and schedules, adhere to highest standards of ethics and professionalism, fulfill responsibilities to teams, and demonstrate reliability and punctuality.
3. Commit to achieving goals and results. Assume appropriate responsibility and accountability for reaching goals, outcomes, and results, whether in individual or team projects.
4. Conduct oneself professionally. Work respectfully, positively, collaboratively, and cooperatively, and present oneself with the appropriate etiquette for the situation.

Communication and Collaboration

1. Express thoughts and ideas clearly in diverse contexts. Use written, spoken, non-verbal, media, and technology-mediated methods appropriately, skillfully, and effectively in a variety of settings with diverse (including linguistically) populations.
2. Listen effectively. Listen carefully, respectfully, and analytically to understand information, viewpoints, values, emotions, and intentions.
3. Communicate purposefully. Understand the purpose of communication (to inform, instruct, motivate, inspire, persuade, etc.), and use appropriate content and methods.
4. Interact effectively. Know when it is appropriate and useful to listen and when to speak, monitor and assess processes and results of communication, and use technology-mediated interaction skillfully.
5. Work with diverse teams. Work productively and respectfully with people of different cultures, with different beliefs and viewpoints, and from different backgrounds.
6. Collaborate effectively. Assume shared responsibility for outcomes, listen and contribute respectfully and effectively, demonstrate flexibility and ability to compromise, and leverage different contributions to create, innovate, and lead to high quality results.