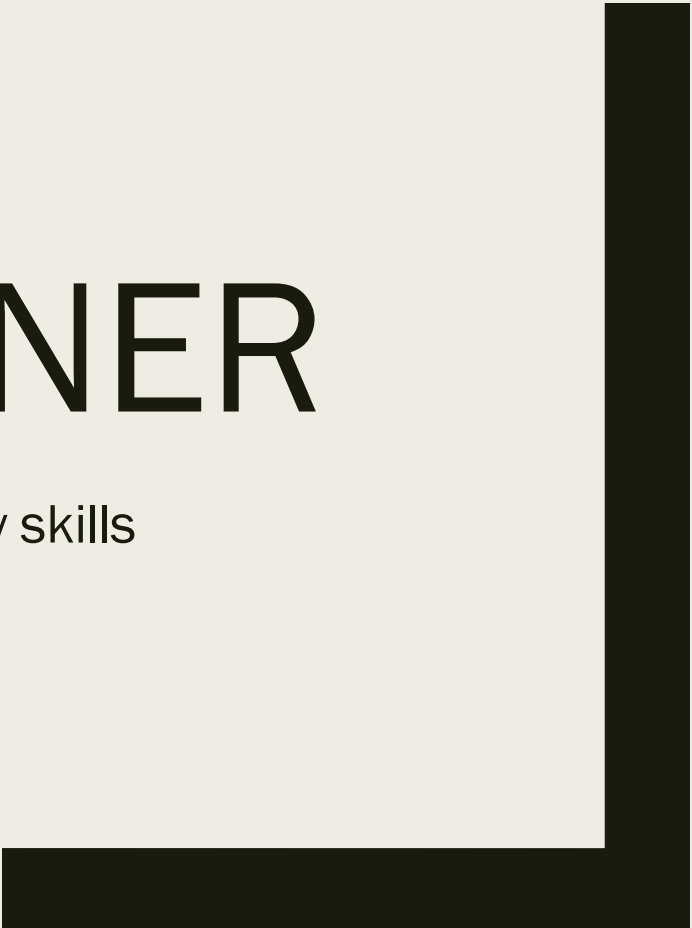




BUSINESS OWNER

BMSW4001 – Academic and Employability skills

Sinead Nicole Holder (2011372)



OVERVIEW

- SWOT
- PDP
- TIME MANAGEMENT
- REFERENCE

SWOT ANALYSIS

STRENGTHS

- Written communication
- Listening skills
- Problem solving
- Self management
- Organisation Skills

WEAKNESS

- Verbal communication
- Team work
- Time management
- Attitude

OPPORTUNITIES

- Owning my own company
- Working for myself
- Creating a unique space for young people

THREATS

- Mental headspace
- Economy
- Failing degree

PERSONAL DEVELOPMENT PLAN

Goals – Start and finish degree

Deadline for Goals – 5 years

Better mental health

Start internship

Better attitude

I will record my progress throughout the years and at the end acknowledge the goals I've completed and work on the ones I haven't.

TIME MANAGEMENT TOOLS TO USE

- Make a daily schedule
- Prioritise my time from most important least
- Do similar tasks at the same time
- Set myself time limits
- Minimise distractions (phone, TV) (lucidchart)

References

- Lucidchart *10 tips for mastering Time Management at Work* [online] Available at: <https://www.lucidchart.com/blog/time-management-at-work> (accessed: 21 April 2021)