

THE ABILITY TO MANEUVERS
BETWEEN TWO JOBS AND
UNIVERSITY

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Academic number: 2020478

Discipline: Academic and Employability skills

Code of the discipline: BMSW4001_LON

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The studies of
Academic
and
employability
skills clear my
vision

The academic skills teaching the students to conduct thoughts into constructive speech which can explain the problematical essence of presenting a new idea, vision, expression of the experience which supported by analysis and references can be logically composed.

In the process of learning how to communicate and build relationships in the new environment the studies helped me to evaluate as a business person, professional staff member and an academic person which can manage his responsibilities in the persiut of integration in the society.

- **The Eisenhower method defines my daily routine**
- **Planning model which will construct my productivity in the next three months**
- **My tasks will take me to the planned target**

URGENT

I
M
P
O
R
T
A
N
T

These activities usually get done.

1. Making breakfast.
2. Got to work.
3. Making a lunch.
4. Sort the laundry.
5. Clean and fresh my room.
6. Studying for 2 hours.
7. Making a dinner.

N
O
T

These activities are deceptive - don't confuse urgent & important. Minimize these.

I
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P
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A
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T

1. Sort my bank accounts.
2. Check my wage summary.
3. Analysing my working.

NOT URGENT

These activities are high impact. Make them a priority.

1. Write my reports.
2. Clean the kitchen and the bathroom.
3. Go shopping.

These activities are usually a waste of time. Avoid them.

1. Watching TV.
2. Playing games.
3. Surfing on the internet.

My SWOT analysis represent what I have explored in the process of managing the activities

Strengths

Analytical thinking
Absorbing the most important information
Hypothesis testing in the business environment
Works well in teams
Attention to detail
Fast decision making
Successful planning in changing environment
Managing the tasks easily
Computer and technology skills
Experience in many branches
Marketing vision
Managing people

Weaknesses

Involving into too many tasks at the same time
Not providing the best possible approach
Making the conclusion very soon
Leadership thinking
Getting easily involved into a new projects
Perfectionist

Opportunities

Exploring new approaches
Perspective thinking
Accumulation of capital
Making a new brand of an old business model
Finishing the education
Starting an own company
Creating an unions with colleagues from two jobs and the university

Threats

Involving into three activities
No free time for relax
Not enough resources
Competitors with less knowledge
Lack of experience and technical support and equipment

	Short-Term Time Frame	Mid-Term Time Frame	Long-Term Time Frame
	What do I want to accomplish in the next three to six months?	What do I want to accomplish in the next six months to two years?	What do I want to accomplish in the next two to three years?
Section 1 - My Goals What are my overall goals that I want to accomplish in this time period?	I want to invest into buying a new car for my second job.	I want to achieve the target of building my new business with starting a contracts with employees and companies both sides.	I want to make a franchise of my own company in other cities.
Section 2 - Skills and Knowledge to be Learned What specifically do I need to learn? What project do I need to work on?	I need to make a research on the car markets for future buying.	I should arrange an interviews with the employees and with the companies which are interested in my business.	I would make a selling package for franchise agreements and specify the price for each client and partner to pay to use it.

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Section 3 - Next Steps How am I going to acquire the skills and knowledge? How am I going to do this project?	I will use the market sites and apps for research on the market.	I will start to make a meetings with new people and companies to explain them my ideas and my thoughts for a working experience.	When I have a team with specialists I will send them to give an instructions for every single franchise to be successful like the main company.
Section 4 - Resources	I’m learning how to use the research methods and digital skills for the best possible approach on the market for the future investments.	I’m learning how to manage connections with the business environment other companies and my colleagues.	I need the education in University of Wales Trinity Saint David - London because it provides me a innovative ideas and representative skills.

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Section 5 - Time Schedule What is my time schedule?	13:00-14:00	14:30-15:30	15:30-17:00
Section 6 - Completion When have I completed each step?	☐ __23.03.2021__ Date	☐ __10.12.2021__ Date	☐ __31.03.2022__ Date
	☐ __21.09.2021__ Date	☐ __10.12.2022__ Date	☐ __31.03.2025__ Date
	☐ __28.12.2021__ Date	☐ __10.12.2023__ Date	☐ __31.08.2025__ Date