

# Academic And Employability Skills

CertHE Skills for the Workplace

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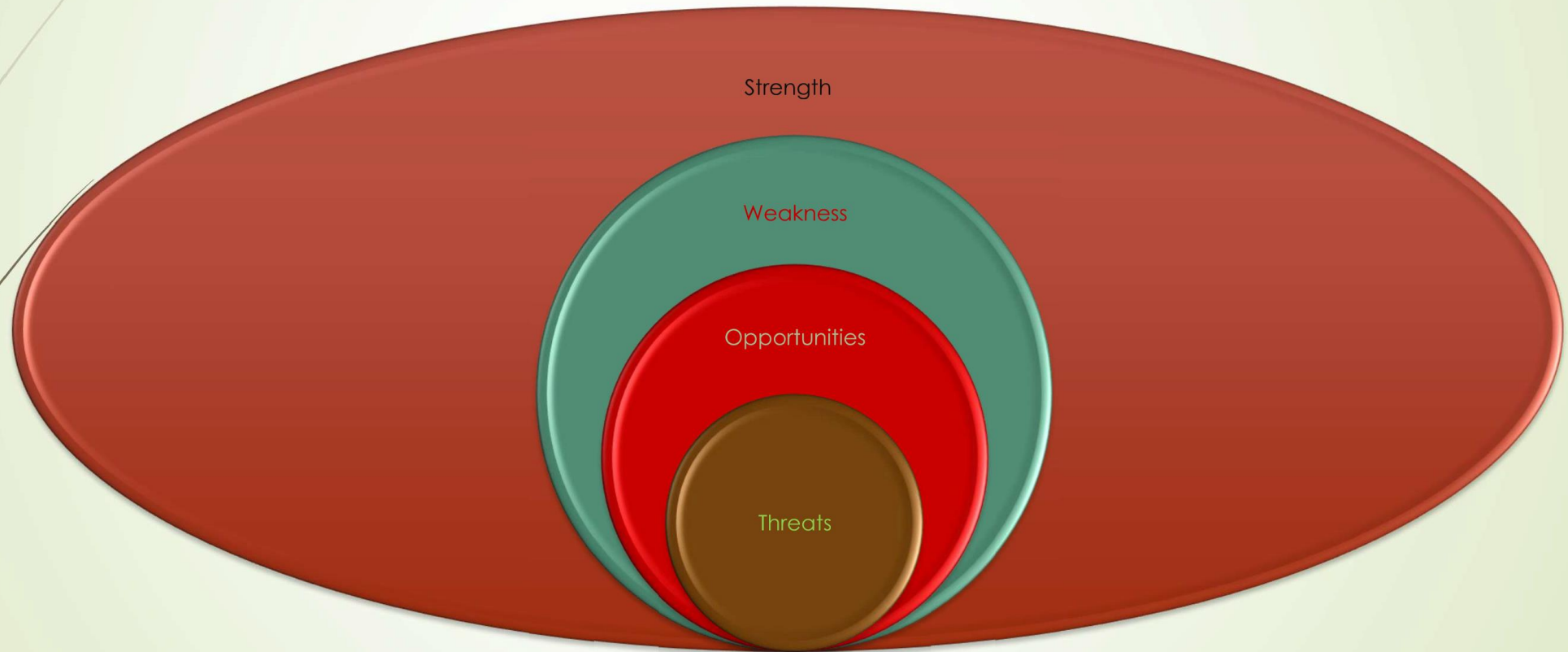
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Module BMSW4003

Assignment Title: ACE Practical Portfolio

Time Management/ Organising study

# Aspects to work towards using SWOT



# Personal SWOT Analysis

| Personal SWOT Analysis |                                           |                                                                  |           |
|------------------------|-------------------------------------------|------------------------------------------------------------------|-----------|
| SKILLS                 | ACTION                                    | IMPLICATION                                                      | TIMEFRAME |
| ORGANIZATIONAL         | Gathering relative aspects of my work     | Organization of work developed and put into correct stages/order | 6 Months  |
| STRUCTURED WRITING     | Read more within my area of interest      | Taking time to proof read personal reviews and make adjustment   | 6 Months  |
| LEADERSHIP             | Focus on my projects, do what feels right | Become clearer in regards to communication                       | 1 Year    |
| TIME MANAGEMENT        | Create study plan structure to work from  | Follow the time table that you set for yourself                  | 6 Months  |

# Strengths

Confident in what I know  
Wide knowledge of many subjects  
Work well alone or in a team  
Obtained lots to share with Mankind

# Weaknesses

Weak time management  
Organization could do with upgrading  
Becoming more motive  
Thinking before making decisions

## SWOT

Opportunities will be made as I complete the goals I have set for the future

# Opportunities

# Threats

Threats are making sure I do not overwork and not allowing too much distractions to stop progress. Knowing when to share with right people



# Development

- Get into a better study pattern
- Time management needs attention
- Get to bed before 11pm
- Start to trust people more
- Accept help and ask if really need



# Skills - Experiences

Resourceful

Willing to learn new things and ways of doing things

Recover quickly

Various people skills/customer service/Mentoring

Managed several retail premises

Self employed history