

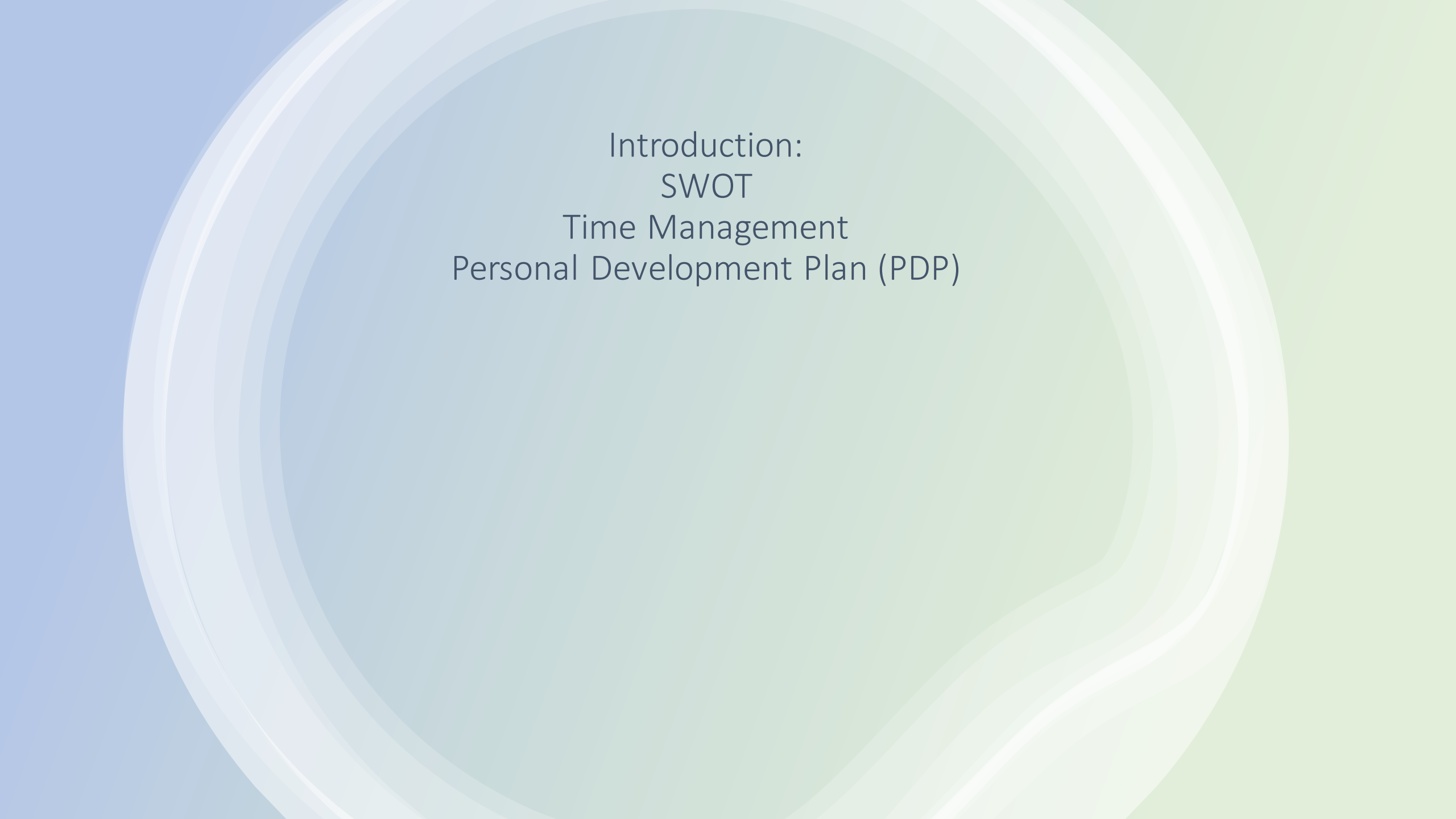
Academic And Employability Skills (BMSW
4001)

task 1

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Lecturer Name: Timothy Hopkins



Introduction:
SWOT
Time Management
Personal Development Plan (PDP)

SWOT

WEAKNESSES

- Straightforward
- High level of concentration
- Punctuality
- To-do attitude

OPPORTUNITIES

- Career related studies
- Flexibility
- Additional courses

STRENGTHS

- Bad time management
- Having long breaks
- Multitasking weakens the main one
- Overestimating

THREATS

Work progression

Courses

Funding

Experience

Time management

Not urgent : Schedule

Slide
submission

Homework

References

Important
:Delegate

Collection

Shopping

Urgent : Do

- Shopping
- Car repair
- Home improvement

• Not important : delete

Night out
Socialising



Personal Development Plan (PDP)

- Successful graduation
- Improvement
- Professionalism
- Volunteer
- Additional sources
- Compete

references

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