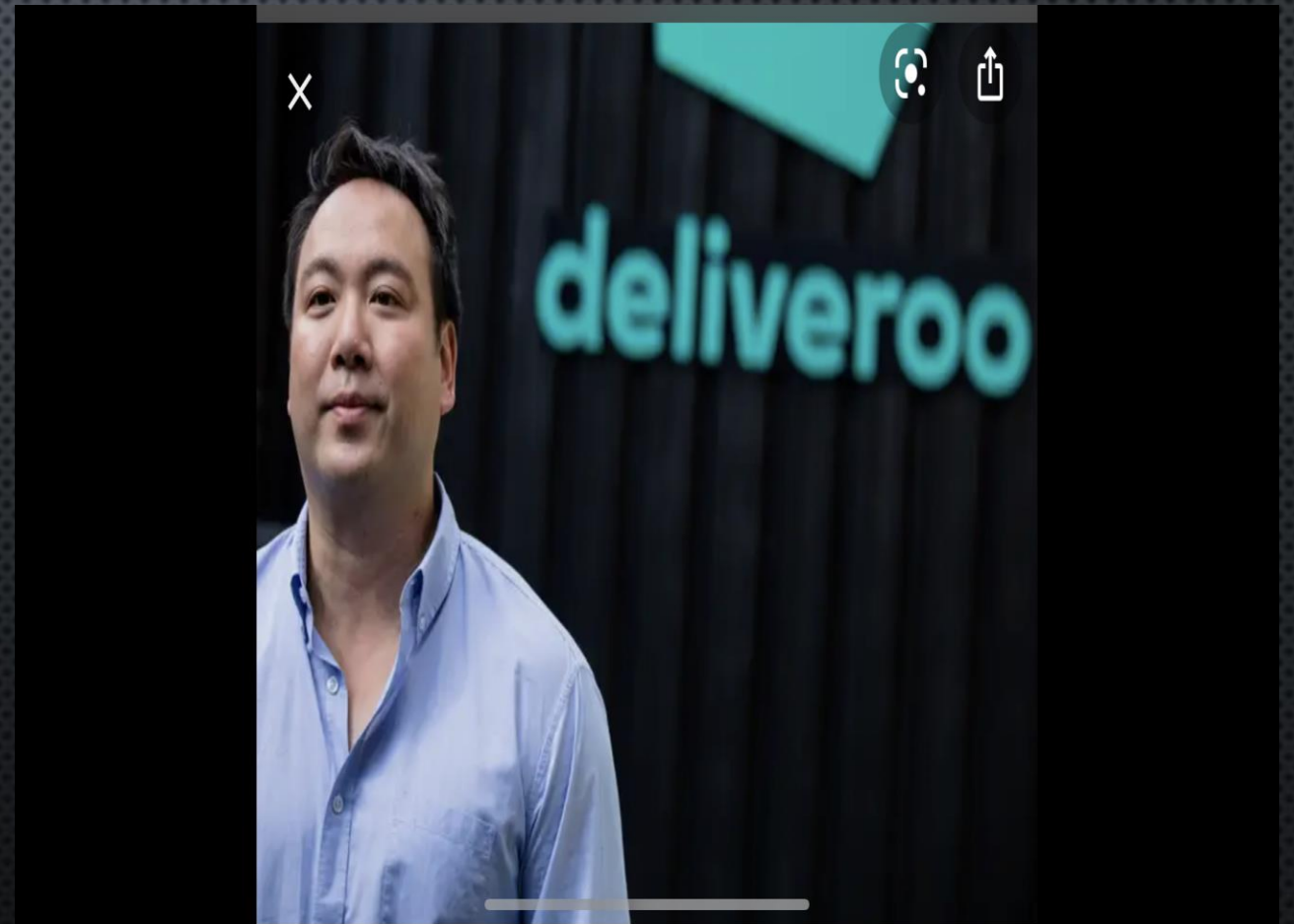


ACADEMIC AND EMPLOYABILITY SKILLS
DWAYNE LAUDER: STUDENT ID 1905623
MODULE CODE BMSW4001
LECTURER: TIMOTHY HOPKINS

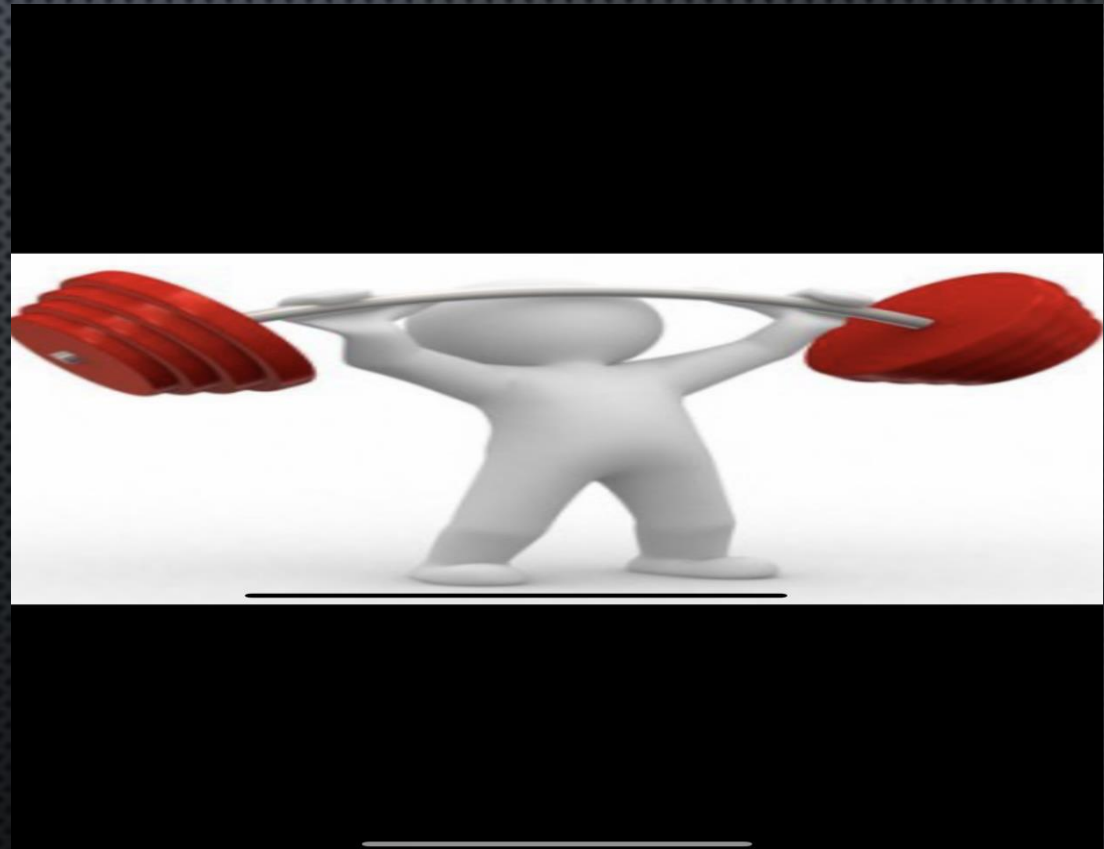
INTRODUCTION

THIS IS A PRESENTATION ABOUT MY
INTENDED CAREER TO BE ONE OF THE
MANAGERS AT DELIVEROO



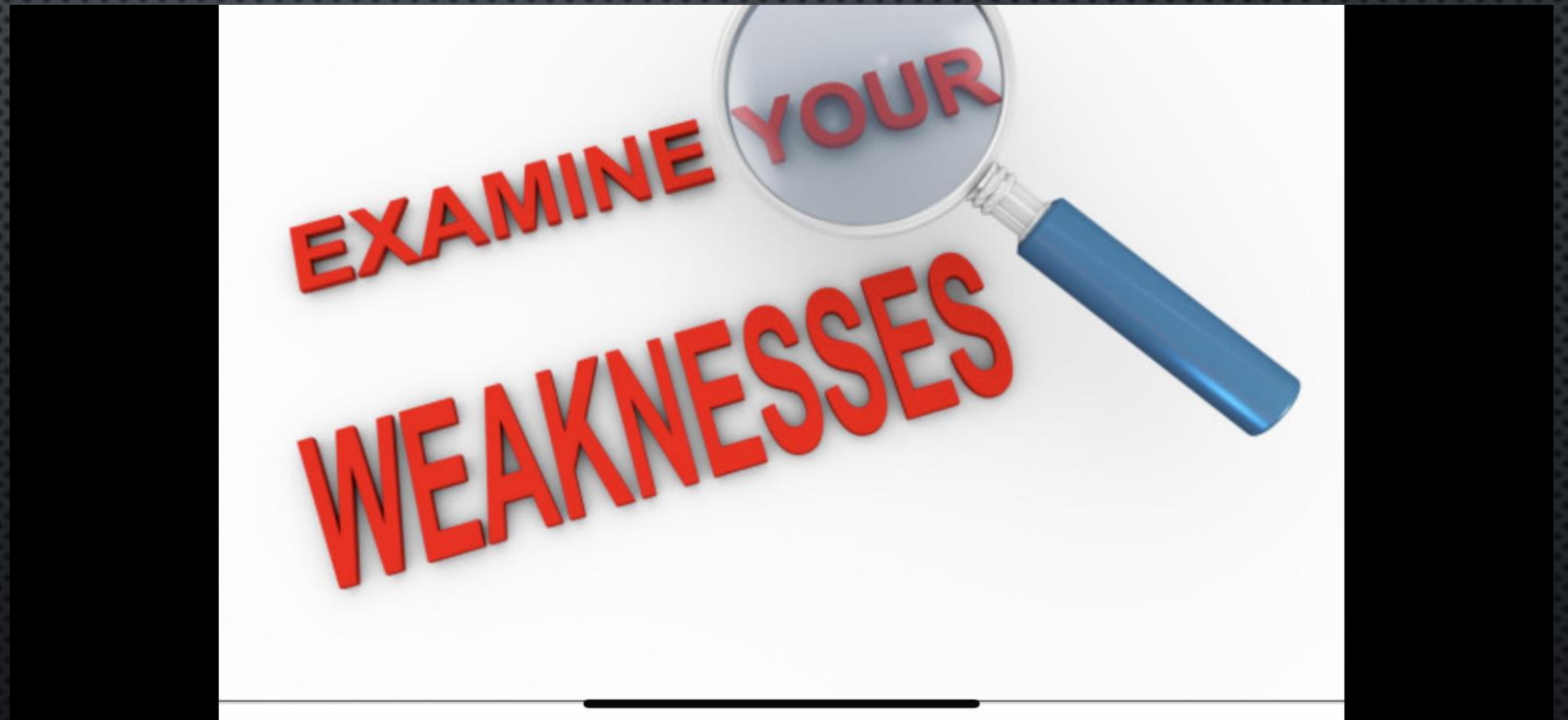
STRENGTHS

- COMMUNICATION SKILLS
- PEOPLE SKILLS
- WRITING SKILLS
- LEADERSHIP SKILLS
- DEDICATION



WEAKNESSES

- TIME MANAGEMENT



SWOT TIME MANAGEMENT MATRIX MODEL

SWOT TIME MANAGEMENT MODEL
TO HELP ME TURN THIS WEAKNESS INTO
A STRENGTH.



Time Management Matrix		
	Q1 - Necessity	Q2- Quality and Personal Leadership
	Urgent (Manage)	Not Urgent (Focus)
Important	Crisis	Preparation/planning
	Medical emergencies	Prevention
	Pressing problems	Values clarification
	Deadline-driven projects	Exercise
	Last-minute preparation	Relationship-building
		True recreation/relaxation
	Q3 - Deception	Q4 - Waste
	AVOID	AVOID
Not Important	Interruptions, some calls	Trivia, busywork
	Some mail & reports	Junk mail
	Some meetings	Some phone messages/email
	Many "pressing" matters	Time wasters
	Many popular activities	Escape activities

OPPORTUNITIES

WHEN I COMPLETE ALL OF THE MODULES AT UNIVERSITY
AND PASS THEM I WILL THEN HAVE THE OPPORTUNITY TO
BE ONE OF THE MANAGERS AT DELIVEROO.



THREATS

- NOT PASSING UNIVERSITY MODULES



REFERENCES

(ACCESSED 19TH APRIL 2021)

➤ [HTTP://WWW.MINDTOOLS.COM/SWOT ANALYSIS](http://www.mindtools.com/swot-analysis)

(ACCESSED 19TH APRIL 2021)

➤ [HTTP://WWW.MINDTOOLS.COM/SWOT ANALYSIS TIME MATRIX MODEL](http://www.mindtools.com/swot-analysis-time-matrix-model)

THESE REFERENCES ARE TO BE TYPED IN ALL LOWERCASE LETTERS.

