

INTENDEND CAREER

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STRENGTHS
WEAKNESSES
OPPORTUNITIES
THREATS

***“USE YOUR WEAKNESSES;
ASPIRE YOUR STRENGTH.”***

LAWRENCE OLIVER

My strenghts:

- Ambitious
- Dedicated
- Friendly
- Honest
- creative
- nails artist
- Language skills



Weakness of attitude becomes
weakness of character.

— *Albert Einstein* —

MY WEAKNESSES:

- Critical
 - Stressed
 - More experience
 - Afraid at university and work
 - Panicked
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MY OPPORTUNITIES:

- To be a successful person
- Improve English
- Open a business or to become a important person
- To be more positive
- New project
- Degree
- To have more skills

My threats:

- Alarm to failure
- The complexity of the tehnology
- New skills
- Refusal
- Competition
- Environment

TIME MANAGEMENT

My intended career: Project manager.

The job of a project manager is to plan, look after and realize all project objectives on time and within budget. It will require you to organize people, tasks and resources for a successful conclusion.

Skills for a project manager:

- Communication
- Leadership
- Conflict resolving
- Critical thinking
- Problem solving
- Negotiation
- Time management
- Motivation
- Decision- making
- Planning
- Team management
- Project management software

TIME MANAGEMENT

- It shows exactly what we should do and what we should ignore

80% of student's success is due to 20% of learning.

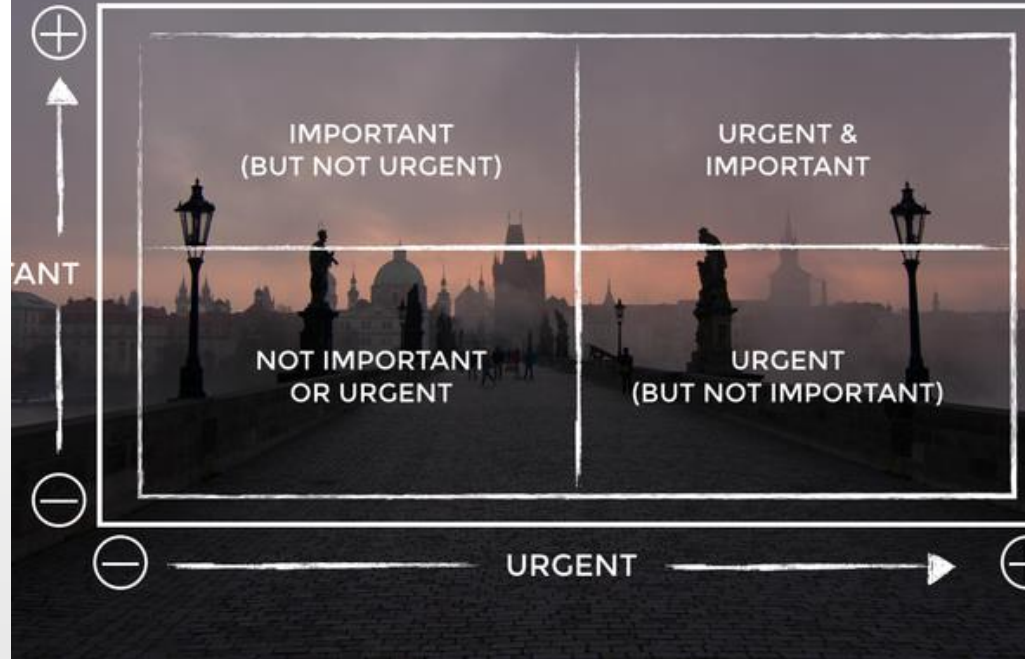
"How we spend our days is, of course, how we spend our lives."

-Annie Dillard

Time Management Strategies for Project Managers:

1. Use the Right Tools and Equipment
2. Understanding how you spend your time
3. Set priorities
4. Organize tasks by Due Date
5. Avoid over Commitment

THE EISENHOWER MATRIX



SET PRIORITIES:

- *Important and urgent:*
- Improve English
- *Important but not urgent:*
- To have a degree
- *Urgent but not important:*
- Busywork
- *Not urgent and not important:*
- To look for job

PERSONAL DEVELOPMENT PLAN

Personal Development plan is a form of self-assessment and self-reflection which is used in higher education and at work but can be a benefit in everyday life.

“Your life only gets better....

When you get better.”

-Brian Tracy

Personal Skills; 3 to 6 months:

- Social skills
- Collaboration
- Patience
- Creativity

Personal growth; 6 months to 1 year

- Listen actively
- Improve my language
- Make better decisions

Personal improvement; 1 year to 4 years

- Improve my time management
- Learn new things
- Improve my public speaking skills

Have experience in the field



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