

Ace practical portfolio

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Something about me

Melisa Makunova 20 years old Have disability problems Its hard for me to go and come from places I have just recently finished college last year I was doing health and social care level 2 and 3 I passed and got good grades from there I wanted to do apprenticeships but I couldn't because of my health so I decided to do skill for the work place to make a family business where my friends and family cand help me and so that my skills can get better as my communication is not that good . hopefully one day it will come true and I will have no barriers standing in front of me as a person that has walking problems

Skills I have and skills I need to improve

Skills I have

- Time management
- Problem solving
- Being organized

Skills I need to improve

- building relation with co-workers
- Decision making
- Public speaking

My swot analysis

Strength	Weakness	Opportunity	Threats
Solving issues	Finding right location	Education	Finance
Group work	Not enough experience	Travel to visit places	Unsecure
Picking the right leader	Low self esteem	Help with finance	Overthinking bad
Being successful for little thing		Finding new ways to be successful	Wellbeing
Improving to become better		Learning from other and your own mistakes	Making the right decision

Time management tools

Which tools can help you to track your time ?



CALENDAR



DIARY



PLANNER



BULLET JOURNAL



TO-DO LIST



ORGANISER



NOTEBOOK



PHONE APP

All these tools can help you as to track your time. I mainly use my phone app which is called notes or a reminder. It's like a little alarm before I'm meant to do something; it gives me a heads up.

- Why is time management a good thing ?

Referencing list

- time management. (2020). *learning English with Africa*

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