PART B: STRENGTHS AND WAYS TO IMPROVE

Pick two of the work skills where you would like to improve and suggest two ways you could work on them.

Skills to develop:

Skill 1: Time management Skill 2: leadership

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| Specific Action | Target Completion Date | Completed | Notes |
| To submit 2 assignments before dead-line | 15.April | success |  |
| To study at least 1 hour everyday | 15.April | success |  |
| To be a team leader and lead team member | 15.April | success |  |
| To be a volunteer for help peers by reviewing together. | 15.April | success |  |