1. **How do you prioritize your work if you have a number of looming deadlines?**

When I face multiple deadlines, then I prioritize tasks based on urgency and importance, As discussed in sessions about Covey’s Matrix and then follow the tasks for that week based on the matrix and decides which task can be avoided and which task has more priority.

* Urgent and important: Prioritize and do these tasks immediately.
* Important but not urgent: Schedule these tasks for later.
* Urgent but not important: Schedule for later if possible.
* Not urgent and not important: Consider whether these tasks can be eliminated or minimized.

1. **How do you deal with colleagues who are lacking in enthusiasm?**

I Approach my colleagues with an open mind. Understand that everyone has different motivations. I share my enthusiasm and passion for the work and ask about their perspective and actively listen to their concerns. Sometimes, while having conversation I feel that there is lack of enthusiasm, that could be due to personal or professional challenges in them. I offer help or collaborate on finding solutions. Tell them about my enthusiasm through my own actions and achievements. And I think this positive attitude of mine might inspire others.

1. **Explain what constructive criticism means to you.**

Constructive criticism means providing feedback in a way good manner for improving performance or behaviour. Framing the criticism in a positive and encouraging manner. Suggesting solutions or alternatives for improvement. Giving proper solution rather than making personal attacks.

1. **How do you prepare for delivering a presentation?**

First, I understand what is the expectations of my audience, then clearly define the main message or purpose of my presentation. Organize the content of presentation with a clear introduction, body, and conclusion.

I rehearse the presentation to ensure smooth delivery and to become familiar with your content. While delivering presentation I try to frame questions or try to ask questions to my audience. Prepare for potential questions and have answers ready to demonstrate my knowledge.

