

5 pts Questions (50 points)

1. What did I do to prepare for this week?
= I read the preparatory materials for this week, which focused on the canvas module.
2. What concept from this week are you uncertain of our would like to know more about?
= I'm interested in learning more about how our lives are designed and why it is important.
3. What topics were studied this week, and what are their definitions?
= We learned about making our personal user manual i.e., a document that allows you to explicitly communicate how you best work, who you are as a human being and provide others advice, inside that we studied about factors to create personal user manual.
4. What phase of your projects did you complete?
= I completed my personal user manual in this week.
5. Summarize this week's scenario?
= Week 06 was solely about how to make our personal user draft. We learned different factors that are used to make our personal draft like Work, play, love, health dashboard, workview and Liferview Comapass, Good Times Journal Entires, 3 Mind Maps and Odyssey Plans.

6. What did I learn from the study material?
= From this study material, I learned about the how to create our personal user manual.
7. Why is this week's topic importance?
= This week's topic is important because it teaches us the to create our personal user manual which is really useful for our career field and the motivation we need to have.
8. Where did you put your assignments in GitHub?
= I put my assignment in my repository in the file name Technical-Teamwork-17.
9. What did I learn from the study material?
= From the study material of this week three, I learned about the importance of user manual, it uses and how to create that.
10. What insights did your team learn from this week's question?
= We learned how to create our user manual and it importance from this week.

10 pts Questions (30 points)

1. Write a SMART goal for next week?
= I've listed a couple of the same SMART objectives for next week as well. I'll go to bed early, get up early, and drink a lot of water. Every day, I'll spend 20 minutes in meditation, and I won't use my phone for an hour before and after bed. I'll get together with my colleagues to discuss the future project. To be healthy, I'll eat a

new fruit every day. I'll be more open with my close friends and family about my feelings.

2. What would you do differently next week?

= I'm going to change a few things for the coming week, including telling my pals how I'm feeling. I'll strive to help my students trust one another. I'll establish my priorities and work to achieve them. I'll evaluate my weekly performance and create a weekly schedule. I'll make an effort to balance my job and keep track of my to-do list. Even if I get stuck, I'll take pauses and remain cool. I will stick to the schedule I created.

3. What did I learn from the study material?

= From the study material I learned about the importance of the user manual and use of it. Additionally, I got to learn about the factors that could be added to our personal user manual and the way to make it. I also got a little bit idea about the motivation that we need to have in our life Moreover, I learned about the awareness we must have in order to improve and present myself confidently and happily in team.

20 pts Question (20 points)

1. How do you plan on contributing to the teams, besides completing your tasks?

= I must provide the following plans to the teams:

- I'll have respect for all of my teammates.
- I'll make an effort to get to know my colleagues well so that I can understand how they are feeling and be of assistance.
- I'll be aware of my responsibilities and double-check with the rest of the team.
- I'll do my best to resolve things quickly and peacefully.

- I'll always be prepared to take the reins when called upon.
- I promise to listen carefully to every colleague.
- I'll exercise patience and advise my colleagues to do the same.
- I'll maintain my integrity and modesty throughout the endeavor.