**2.4 I can describe ways to make further improvements to my work.**

Correcting mistakes and errors

Whilst there were no typos or grammatical errors in my work, there were times where the lining was off, or headings were put the wrong way. I checked my work with Word’s spelling and grammar checker and *Grammarly*, neither of which picked something like this up. Based on how I did my work the peer reviewing wasn’t done until after, but it would have been far better to have some feedback given at the earlier stage if possible. Alternatively, I could allow myself more time for things like checking over my work.

Adopting more efficient methods

Whilst using Paint in the first instance was not an issue and was capable for what I was using it for, there are various other programs that might do it better, or more intuitively. Despite this I do not regret using Paint – whilst there are alternatives they may come at cost or have a steep learning curve. Similarly, there are alternatives to Visual Studio 2019 Community edition to use for creating and designing web pages. There may also be a way in which I could use the program more efficiently using hotkeys etc. These alternatives and improvements all would cost time or money however which I could not commit to this project. I am sure with future projects I will be more familiar with features and be more efficient from that.

Time

There were a number of times that I was interrupted, by work or otherwise, from committing to my work. Some of this was unavoidable but I could have done better by communicating with more stakeholders as to what I was doing and when. This would have reduced the interruptions and meant work would have been completed sooner. I also, having several interests, found myself distracted with something else. To improve this I might use one of a plethora of apps or websites about time management and concentration.