* Name your 3 main technical skills and support them with arguments.

\*HTML : I am very capable in using tags and creating a neat and organized page.

\*CSS : I found very enjoyable to use different properity to make My HTML page looks much more prettier and better ; the color of a text, the style of fonts, the spacing between paragraphs, and how columns are sized and laid out, background images and colors sometimes what the page is missing is an image related to content.

\*Canva : I can use the canva website and the different tools that are offering to create a new designs in the most creative way.

* Name your 3 main generic skills (Soft Skills) and support them with arguments.

\* Perseverance : I am a determined person I will keep trying to achieve my objectives no mater what are the obstacles and difficulties that I will face in my journey

\* Responsibility Through my commitments to acheive my goals and overcoming these challenges that create a highly sense of responsiblity I accept the results of my deeds

\*Honesty: I am committed to telling the truth no matter the circumstances. I don’t find it comfortable to deceive anyone to gain advantages from that.

* Name 3 of your main values and 3 of your main anti-values.

1) My main values

\* Security

\* Freedom

\* Justice

2) My main anti-values

\* **Unproductiveness**

\* **Unfairness**

\* **Dishonesty**

Name 3 necessary skills that you would like to build or acquire.

\* Anti-streess & time management

\*Speak in public

\* Learn how to use Photoshop

* Name your professional objective (SMART)

**My goal is that I want to improve my performance using SMART criteria :**

* **Specific:** I received low marks on my ability to use PowerPoint at my last performance review. Improving my skills requires that I learn how to use PowerPoint efficiently and practice using it by creating various presentations. I’d like to be more proficient using PowerPoint in time for my next review in six months.
* **Measurable:**By the time of my next review, I should be able to create presentations that incorporate graphs, images, and other media in a couple of hours. I should also be able to efficiently use and create templates in PowerPoint that my coworkers can also use.
* **Attainable:** Improving my PowerPoint skills is instrumental in moving forward in my career and receiving a better performance review. I can set time aside every week to watch PowerPoint tutorials and even enroll in an online class that can teach me new skills. I can also ask coworkers and my manager for PowerPoint tips.
* **Realistic:**Working with PowerPoint is currently 25% of my job.I’ll need to spend 50% of my time creating PowerPoint presentations. I enjoy my career and want to continue to grow within this company.
* **Time-Based:**In six months, I should be proficient in PowerPoint ensuring it only occupies 25% of my workload instead of the nearly 40% of the time it occupies now.