

B-List

Priority Level: 1st Red - High (graded this week or is a high percentage of the overall grade), 2nd Green - Medium (due latest), 3rd Blue - Low (not graded)

Note: Item prioritization is given by the amount of research and time needed to complete them as well as their grade percentage.

In completing the items on this list I will submit work that is detailed and concise dealing with my strength, in order to overcome my weaknesses related to the items on this list I will look for alternate learning resources to augment any poor reading comprehension when completing the assignments.

- Review: all assignments, get familiar with this week's requirements
- Complete assignments: complete assignments that just need to be reviewed and acknowledged, attend the GTT work on Career Module
- Begin assignment: WK 3: Call to Action - Encouragement! Research and complete initial post, discover an inspirational quote from a successful person and understand the meaning
- Complete assignment: Communicating with Visual Tools, produce a flow chart that helps me determine what items will be included in my portfolio
- Review: Communicating with Clarity, understand the meaning of clear communication and how it effects my success
- Review: Development assignment's material, learn ways to refine my burn-up list by adding "stories" which are short description and goals that go the burn-up list and relate them to SWOT.
- Complete Assignment: Project & Portfolio, submit all the requirements for this weeks P&P assignment
- Complete Assignment: The Burn-Up List, improve on last week's format is necessary
- Complete assignment: Call to Action, reply to at least 2 peer's post
- Review: Career Module material, understand more about building a better persona brand

•SWOT Analysis

Strengths

high attention to detail, transparent, desire for quality,

Weaknesses

can lack ability to absorb knowledge through reading, can lack focus, can lack flexibility, lack of business knowledge, lack of software and hardware knowledge (compared to successful professionals)

Opportunities

potential in the: refrigeration industry, foreign language teaching industry, and application programming industry

Threats

working in a foreign country could potentially be a disadvantage, if I were to develop health issue, lose motivation/will,