




5.

Use an example to substantiate how setting goals helps you to achieve important matters.

 [learning goal](#)

 This assignment will be part of Portfolio 2024/2025.

Your answer

if i want to be better swimmer and i set this goal for me its not possible to reach it unless I have proper planning for it which answers these questions .
first what do i mean by being better what exactly i want to achieve i want to learn a new method? or i want to improve my record ?
and then i have to be sure in what time i want to reach that is it short term like 1 month or long term as 6 months
then I justify if is that possible in that specific time or no is it rational or not ?
and then i would say how can i measure that what is a expectable range to justify as success and what is failure ?
without a planning that covers answers of these question reaching that goal is just fade that might never end in any result

 CHANCE




Tutor feedback

Grade: ★★☆☆☆






6.

Per category, describe a goal you would like to achieve.

[@learning goal](#)

 This assignment will be part of Portfolio 2024/2025.

Your answer:

 SHORT-TERM GOAL	<p>A short-term goal I have is to improve my diet over the next few weeks so I can keep better track of my weight and maintain a healthy body. I want to focus on eating more nutritious foods, staying consistent with my meals, and making healthier choices overall. This way, I can feel better, have more energy, and build good</p>
 LONG-TERM GOAL	<p>A long-term goal I have is to become a better chess player by improving my skills and increasing my online ranking by 200 points. This isn't something I can achieve in the short term, as it requires months of practice, learning new strategies, and gaining experience through consistent gameplay. By dedicating time to studying</p>
 PERSONAL GOAL	<p>One of my personal goals is to get better at speaking , sounding more confident and convincing when I talk. I also want to have better control over my tone so my voice sounds more engaging. This way, I can express myself more clearly and naturally, which will help me work toward my goal of getting into narration.</p>
 PROFESSIONAL GOAL	<p>I want to learn more about technology and programming languages because, as an IT student, staying updated is really important. It's not just about being a better student but also about building a strong foundation for my future career. The more I understand and keep up with new developments, the better</p>
 RELATIONAL GOAL	<p>i want to expand my relation with DUTCH society as international student i obligate my self to delve into the deeper level of the society that is currently my home i want to have more dutch friend increase my knowledge in dutch language and also interacting with people outside of school more than ever</p>

 **SAVE**

7.










Let's start matching!

Score 100 / 100

Attempts 1

Combinations 7 / 7

Correct combinations

 SPECIFIC	I want to pass the exam, I need it to complete my propaedeutic
 MEASURABLE	I have to pass my first-year Business Economics 1 exam. To be well
 ACCEPTABLE	I must achieve a minimum mark of 5.5 to obtain the 4 ECs for this
 REALISTIC	I can read one hundred and twenty pages and conduct sixty assignments
 TIME-BOUND	The exam is on November 1st, that is when I have to achieve it.
 EVALUATE	After one week, I check whether I am on schedule and adjust my schedule
 RESULT/REWARD	If I pass the course, I buy something nice for myself that I've set my

RESET

8.

Now formulate one goal you want to achieve in your study programme and make it SMARTER.

[🔗 learning goal](#)

🔔 This assignment will be part of Portfolio 2024/2025.

Your answer:



SPECIFIC

I want to pass all my exams and assessments this year with really high grades and build a strong GPA. It's important to me to do well, so I'm going to put in the effort to make sure I achieve the best results I can.



MEASURABLE

i have to pass all of the projects and exam in the first year



ACCEPTABLE

The passing grade is 5.5, but my goal is to aim for at least a 7 on the harder exams and at least an 8.5 on the regular ones. This way, I can end up with a GPA higher than 7.5, which would be a great accomplishment for me



REALISTIC

i already passed two of my exams with grade higher than 8.5 and two of my assessments with a grade higher than 7.5 so it seems that reaching these numbers are quite rational and realistic



TIME-BOUND

well i have until begining of the summer so i can say i have about 5 month left



EVALUATE

i would keep track of my grades each period so i can stay on the track and taking action if anything is disturbing the plan



RESULT/REWARD

if i achieve a GPA grater than 7.5 i would go on trip to france or italy in the summer to visit my cousins


✓ Answer saved!

🔒 SAVE

3. Prioritising Using the Time Management Matrix

9.

9. Quick questions



Time's up!

[RETRY](#)[SHOW DETAIL +](#)

Score: 29 / 30 Amount correct: 2 / 2

10 a.

Can you name some of your personal values?

Below are ten common values. Drag and drop the values in an order from 'very applicable to me' to 'not applicable to me at all'.

? 1/10

Ambition

- ☐ Very applicable to me
- ☒ Applicable to me
- ☐ Not applicable to me
- ☐ Not applicable to me at all

? 2/10

Reliability

- ☐ Very applicable to me
- ☒ Applicable to me
- ☐ Not applicable to me
- ☐ Not applicable to me at all

? 3/10

Expertise

- ☐ Very applicable to me
- ☒ Applicable to me
- ☐ Not applicable to me
- ☐ Not applicable to me at all

? 4/10

Discipline

- ☐ Very applicable to me
- ☒ Applicable to me
- ☐ Not applicable to me
- ☐ Not applicable to me at all

? 5/10

Honesty

- ☒ Very applicable to me
- ☐ Applicable to me
- ☐ Not applicable to me
- ☐ Not applicable to me at all

? 6/10

Health

- ☐ Very applicable to me
- ☒ Applicable to me
- ☐ Not applicable to me
- ☐ Not applicable to me at all

? 7/10

Independence

- ☒ Very applicable to me
- ☐ Applicable to me
- ☐ Not applicable to me
- ☐ Not applicable to me at all

? 8/10

Quality

- ☒ Very applicable to me
- ☐ Applicable to me
- ☐ Not applicable to me
- ☐ Not applicable to me at all

? 9/10

Personal growth

- ☐ Very applicable to me
- ☒ Applicable to me
- ☐ Not applicable to me
- ☐ Not applicable to me at all

? 10/10

Respect

- ☒ Very applicable to me
- ☐ Applicable to me
- ☐ Not applicable to me
- ☐ Not applicable to me at all

RETRY

YOUR ANSWER

10b.

Describe one value that is very applicable to you and substantiate your choice with a personal example.

[learning goal](#)

This assignment will be part of Portfolio 2024/2025.

Your answer

Quality is a very important value and i always try to achieve highest quality in my result. For instance when i cook i want to have the best food ready afterward I do research i watch tutorials i use my experience to not only have a good meal but a perfect one. or for my grades i want to have one highest grade in the class so I always try to choose a path that doesn't harm my studding schedule and try to avoid activities which can distract me.

CHANGE

Tutor feedback

Grade: ★★★★★

11.

Place the activities in the corresponding quadrant.

[learning goal](#)

Your answer

Score 66 / 100

Correct answer 8 / 12

Wrong answers 4 / 12

URGENT

IMPORTANT

1

Helping a friend who has had an accident ✓

Meeting a project deadline ✓

Studying for a test ✓

NON-URGENT

IMPORTANT

2

Learning new things, exploring new possibilities ✓

Preparing classes ✓

Having fun, maintaining friendships, conducting a sport or hobby ✓

People who ask you for help (when they don't need it) ✗

URGENT

NON-IMPORTANT

3

Binge-watching TV shows ✗

NON-URGENT

NON-IMPORTANT

4

Gaming all day long ✓

Some (WhatsApp-/Facebook-) messages ✗

Disruptive interruptions ✗

Keeping track of everything on social media ✓

RETRY

YOUR ANSWER

CORRECT ANSWER

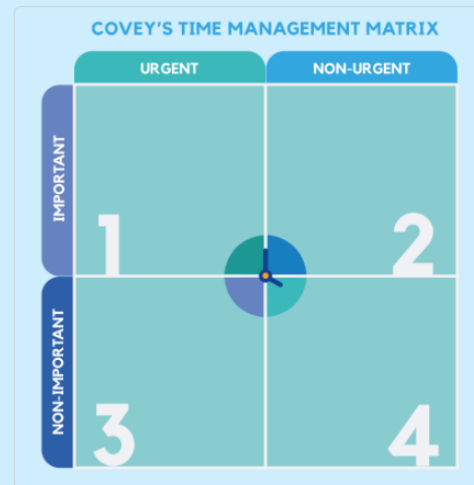
COMPARE ANSWERS

12.

Divide your activities into

1. What do you want/need to do in the coming period? Make a list of activities in the left column of the matrix below.
2. Put a tick next to an activity that is urgent. Does it really need to be done quickly?
3. Then tick the importance per activity. To what extent is it essential?
4. This is how you draw up your time management matrix for the coming period. Urgent and important activities will (automatically) appear in the top left quadrant; urgent but not important activities in the bottom left quadrant, etc.

[learning goal](#)



This assignment will be part of Portfolio 2024/2025.

Activity	Urgent/non-urgent	Important/non-important
learning MYSQL and PHP	Non-urgent	Important
meeting deadlines of project plan and ERD	Urgent	Important
doing period planning	Urgent	Important
doing assignments and homework's which their deadline is sunday	Urgent	Important
playing football each Wednesday and have some exercise	Non-urgent	Important
Playing video games	Non-urgent	Non-important
watching series and tv show	Non-urgent	Important
checking social medias	Urgent	Non-important

✓ Answer saved!

CHANGE

12b.

Optional assignment

Activity	Urgent/non-urgent	Important/non-important
learning MYSQL and PHP	Non-urgent	Important
meeting deadlines of project plan and ERD	Urgent	Important
doing period planning	Urgent	Important
doing assignments and homework's which their deadline is sunday	Urgent	Important
playing football each Wednesday and have some exercise	Non-urgent	Important
Playing video games	Non-urgent	Non-important
watching series and tv show	Non-urgent	Important
checking social medias	Urgent	Non-important
Not answered yet	Not answered yet	Not answered yet
Not answered yet	Not answered yet	Not answered yet

SAVE

12c.

How did that work for you? Explain your answer with a few examples of activities of which you had doubts with regard to which quadrant they belong in.

This assignment will be part of Portfolio 2024/2025.

Your answer


MY first goal is success in my course and having a happy life and enjoying my educational time so what is important is usually helps with my studies or makes me happy like playing football or watching movie these activates are not urgent but they are important for me playing video games doesn't bring that much joy to my life so its not urgent or important and it can be ignored the most important core in this period for me is learning php and my sql which i would be graded based on them but i have 6 weeks infront of me so its not a urgent and meeting deadlines about the project documentation based on the client demand is what is important and urgent .

CHANGE


Tutor feedback


Grade: ★★★★★

12d.




What do you want to change in terms of your priorities? Motivate why and describe how.


 [learning goal](#)

 This assignment will be part of Portfolio 2024/2025.


Your answer

if i can decrease my usage of social media and give that time to what is actually important for me not only i would be more successful for my education i will also be happier cause i can spend that time to what actually makes me happy besides of this i can feel pretty good about my planning and prioritizing .


 CHANGE


**Tutor feedback**
Grade: ★★☆☆☆

13.




Quadrant two: what activities would have a tremendous positive effect on your life if you spent more time on them? Include the most important ones here.


 [learning goal](#)

 This assignment will be part of Portfolio 2024/2025.

Your answer

what is important but not urgent have the biggest impact on your life you find them important so you know that you have to fit them in your schedule but they are not urgent so u actually have a long period for doing them so you would have a great control on planning them because when something is urgent you just want to meet the deadline so you can not plan for extending them or improving them u just want to finished them in the right time but Quadrant two activities are extendible and you are free to manipulate them and try different way for doing them and organize them.

 CHANGE

**Tutor feedback**
Grade: ★★☆☆☆

14.

Do you find it difficult to say no? Then think about why. Put the following suggestions in order from 'I often have' to 'I never have'.

? 1/7 Then they won't like me anymore.

I never have I often have

? 2/7 That is not decent.

I never have I often have

? 3/7 It makes me feel guilty.

I never have I often have

? 4/7 I like to do people a favour.

I never have I often have

? 5/7 I have nothing better to do.

I never have I often have

? 6/7 I'd rather be busy with others than with myself.

I never have I often have

? 7/7 I don't know what my priorities are, or what I think is important.

I never have I often have

RETRY


YOUR ANSWER

15.

Say no:

- To what would you have liked to say no in the past period?
- Why didn't you do it?
- To which next request are you going to say no?
- Which of the three options from the exercise do you choose?

 [learning goal](#)

 This assignment will be part of Portfolio 2024/2025.

Your answer

Activities that i don't wee them important or amusing or if it is amusing it hurts the important activity is something that i try to avoid it probably if something would waste e a time that i could spend it on something more important is no for me

 CHANGE



Tutor feedback

Grade: ★★☆☆☆



appendix-A contains a reflection report which was the assignment for this chapter .



20a.

Common goals

- You see five collaborations.
- Describe what you think is a common goal of this collaboration.
- When you have given all the answers, you can check them using the feedback.

Collaboration	Common goal
A group of software developers is working together on a new app	finishing the project and handling the product to ...
A team of financial specialists sets up financing plans for a large company in acute problems, ensuring it can meet its current obligations	Their solution help the company to over come ...
A group of designers designs a new coffee cup from recycled material	To create an eco friendly and functional ...
A marketing team is working on a campaign for a large hotel chain	To promote the hotel and attract more customers
A team of doctors and nurses provides care to a critically ill patient	improve the patient's health conditions

✓ Answer saved!

CHANGE

YOUR ANSWER

CORRECT ANSWER

COMPARE ANSWERS

20b.

Individual goals


- You now see the same five collaborations with the common goal that you formulated earlier.
- You also see a team member with a specific task for each collaboration.
- Describe what may be an individual goal for this person that he / she is pursuing through this collaboration.
- When you have given all the answers, you can check them using the feedback.

Collaboration	Common goal	Team member + task	Individual goals
A group of software developers is working together on a new app	Your previously given answer finishing the project and handling the product to the client before the deadline	Starting software developer Peter Task: simple executive work	<input type="text" value="gain experience"/>
A team of financial specialists sets up financing plans for a large company in acute problems, ensuring it can meet its current obligations	Your previously given answer Their solution help the company to over come the acute problems	Relationship manager Fabla Task: coordinating the process and serving as a point of contact for the customer	<input type="text" value="make sure that"/>
A group of designers designs a new coffee cup from recycled material	Your previously given answer To create an eco friendly and functional coffee cup design	Independent technical draftsman Rick Task: drawing and calculating all dimensions and specifications based on the design	<input type="text" value="to create accurate"/>
A marketing team is working on a campaign for a large hotel chain	Your previously given answer To promote the hotel and attract more customers	Digital marketer Pien Task: designing all online marketing communications for this campaign	<input type="text" value="create online"/>
A team of doctors and nurses provides care to a critically ill patient	Your previously given answer improve the patient's health conditions	IC nurse Iris Task: 24 hour monitoring of the patient including administration of medication. Maintaining contact with family.	<input type="text" value="ensuring the"/>
✓ Answer saved!			
<div> <input type="button" value="CHANGE"/> <input type="button" value="YOUR ANSWER"/> <input type="button" value="CORRECT ANSWER"/> <input type="button" value="COMPARE ANSWERS"/> </div>			

22.

Group assignment

 [learning goal](#)

 This assignment will be part of Portfolio 2024/2025.

Describe the common goals of a collaboration that you are currently part of.

handing a good quality product to the client before the deadline and getting a passing grade

Is the common goal aligned within the group? Do all group members have a similar understanding of the common goal?

yes

What individual goals do you wish to achieve through this collaboration?

since it is a innovation project so we are working beyond of our current programming knowledge i want to gain more experience coding different coding languages

What are the individual goals of the other group members?

i know my group leader wants to handle a good quality of work since its his first time being a group leader and it important for them to succeed their first experience as a group leader

Substantiate to what extent your individual goals are in line with the common goals.

they are actually matching each other since if i gain more knowledge and experience i can finish the project with better result

✓ Answer saved!

 CHANGE


23.

Common goal

Now formulate the common goal of the collaboration more precisely by making it SMARTER.

Your common goal:

handing a good quality product to the client before the deadline and getting a passing grade

 This assignment will be part of Portfolio 2024/2025.

Your answer:

	SPECIFIC	delivering an user friendly application for android and IOS and delivering a web application for windows users and delivering a advertising website for the MDT part of the project
	MEASURABLE	getting an at least 7.5 for the project innovate and getting story teller certificate
	ACCEPTABLE	based on the group skills and scope of the project we all agree that getting a 7.5 is acceptable
	REALISTIC	we are now only focus and developing and delivering software.
	TIME-BOUND	we have a deadline which will be 20th of june
	EVALUATE	we will evaluate the progress of the group and the quality of the app through meeting with client
	RESULT/REWARD	after achieving the 7.5 we all can have a small party and have some drinks

 SAVE

23b.


Individual goal

Now formulate one individual goal you wish to achieve through collaboration more precisely by making it SMARTER.

[🔗 learning goal](#)

Your individual goal:

since it is a innovation project so we are working beyond of our current programming knowledge i want to gain more experience coding different coding languages

 This assignment will be part of Portfolio 2024/2025.

Your answer:



SPECIFIC

Improve coding skills by using new languages and completing tasks



MEASURABLE

use "Flutter " frame work and "Dart" language and create 3/4 page of the application



ACCEPTABLE

i'm being supported by my team



REALISTIC

my role in the group is one of the experts and i have tools that can help me achieve this goal



TIME-BOUND

the end of project so 20th of june



EVALUATE

my team members would evaluate the quality and based on their opinion i would evaluate my self




RESULT/REWARD

i want to buy my self new glasses

 SAVE

24.

Reflection question: to what extent do you agree that the common goals in a collaboration should take precedence over individual goals?

 This assignment will be part of Portfolio 2024/2025.

Your answer

I agree that common goals should generally take precedence in a collaboration because they ensure that the team works in the same direction and achieves the desired outcome. However, individual goals are also important, as they motivate personal growth and skill development. Ideally, both should align so individual efforts contribute to the shared objective. Balancing both leads to a stronger, more effective team

 CHANGE



47a.

Skills

That what you are able to do

This assignment will be part of Portfolio 2024/2025.

		Explanation
Setting goals		
Sets specific collaborative goals	Regularly shows this behav	
Sets specific individual goals	Regularly shows this behav	
Aligns collaborative goals and individual goals	Sometimes show this behav	
Realises the collaborative goals	Regularly shows this behav	
Realises the individual goals	Sometimes show this behav	
Shaping the collaborative process		
Organises a kick-off meeting where agreements are made about four elements (goals, roles, processes, interpersonal relationships)	Sometimes show this behav	
Periodically and constructively discusses the progress and compliance with the agreements made	Sometimes show this behav	
Adjusts the collaborative process in a timely manner where necessary	Regularly shows this behav	
Addresses (dormant) task conflicts in a timely manner and resolves them	Regularly shows this behav	
Feedback and communication		
Is able to effectively provide feedback	Sometimes show this behav	
Is able to effectively receive feedback	Regularly shows this behav	
Communicates effectively with other team members	Regularly shows this behav	


Answer saved!

CHANGE

47b.

Attitude

That who you are

 This assignment will be part of Portfolio 2024/2025.

		Explanation
Collaborative		
Focuses on the common goal/result	Regularly shows this behaviour	Im a team player and success for the team is
Is open to ideas from others	Sometimes show this behaviour	not every idea
Regularly takes the initiative in collaboration	Regularly shows this behaviour	
Puts the team's interests above self-interests	Sometimes show this behaviour	if my self interest harms the team's
Helps others achieve their goals	Regularly shows this behaviour	
Performs a proportional part of the work	Regularly shows this behaviour	
Helps others perform their tasks	Regularly shows this behaviour	Im always open to help my team mates to
Reliable		
Fulfils agreements	Regularly shows this behaviour	
Responsible for their own contributions	Regularly shows this behaviour	
Is not afraid to rely on others	Regularly shows this behaviour	handle good quality of work i will ask for help
Communicates transparently and in a timely manner about the progress of the tasks	Regularly shows this behaviour	
Relationship-oriented		
Contributes to a pleasant atmosphere in the team	Sometimes show this behaviour	
Empathises with team members	Sometimes show this behaviour	
Addresses (dormant) relationship conflicts in a timely manner and tries to resolve them jointly	Sometimes show this behaviour	

Development-oriented		
Learns from team members	Regularly shows this behaviour	I can not deny some team members have
Shows awareness of their role in collaboration	Regularly shows this behaviour	
Shows awareness of their preferences in collaboration	Regularly shows this behaviour	
Shows awareness of strengths and weaknesses in collaboration	Regularly shows this behaviour	
Formulates concrete learning points for every collaboration	Regularly shows this behaviour	

✓ Answer saved!

CHANGE

48a.

- What is the most important thing you have received in return from the people you have worked with?
- To what extent are the assessments of the different team members similar?
- How do the assessments of the different team members differ?
- To what extent do the assessments of the different team members correspond to your self-assessment?

This assignment will be part of Portfolio 2024/2025.

Your answer

I've gotten honest, caring feedback that shows my teammates trust me. They mostly agree I'm reliable and communicate well, though a few suggested I could sharpen goal-setting and adaptability. That lines up with how I see myself, except I'd rate my goal-setting a bit higher.

at this time i only received one feedback from one friend so this answer is based on that answer and my reflection towards myself as soon as i have more answers and more source before the deadline i would change my answer .

CHANGE

48b.

Where do you currently stand in terms of collaboration?

What are your strengths? What aspects could you still develop?

Distinguish between knowledge, skills and attitude.

This assignment will be part of Portfolio 2024/2025.

	Strong points	Points for development
Knowledge	I have a good understanding of group work, including how to communicate well, share tasks, solve problems, and	
Skills	in my own opinion and based on the feedback i received , I have great skills in collaborating in team and setting goals .	the only thing that my collages told me i can improve and i agree with that is i can develop my self based on the
Attitude	in my eyes im a person that creates a great atmosphere in the group and people can always rely on me in different	regarding some feedback sometimes i put my self interest higher than group interest which in my opinion happens in

✓ Answer saved!

CHANGE

48c.

General conclusion

This assignment will be part of Portfolio 2024/2025.

Your answer

my teammates see me as someone they can count on someone who shares ideas clearly, and that matches how I feel about myself. The only small gap is regarding some aspect of collaboration like putting self interest higher than group's I believe I only do that if my self interest and group's doesn't have any conflict, and a few teammates think I could develop that skill a little more. All in all, the feedback and my own view line up nicely, with just a bit of room to sharpen how I set and adjust our goals

by the time I'm writing this I only received one feedback and this is based on that I will take a look at the feedback I receive afterward as well

CHANGE

