Unit 1 . **Improving Productivity Using IT**

**Review and adapt the ongoing use of IT tools and systems to make sure that activities are successful**

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

**Best way to improve is feedback and reviewing your work. Getting regular feedback from**

**Users and customers helps to improve my work . learning amd training also improve my work . I can improve my work adapting new techniques and tools .**