



# PORTFOLIO

## STUDY CAREER COACHING

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## Learning to study

### 4. Collaborative Goals

#### Learning outcome

You have argued why it is important in collaborative settings to formulate common and individual goals in a SMART way and subsequently align them. You know the importance of group members setting common goals above individual goals in collaborative settings.

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

Me and my team are currently working on an app called campusLink. Our common goal is to implement as many features as initially planned and also deliver all the required documentation for the project. All this while maintaining as much quality as possible.

Is the common goal aligned within the group?

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

Thanks to regular meetings and careful planning everyone should have a clear idea of what would our established final deliverables be.

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

As mentioned in my PDP I would like to gain experience with developing mobile applications. One of the goals might also be that I want to improve my collaboration skills.

What are the individual goals of the other group members?

Many of my team members have varying goals like maintaining a good physique by working out, improving in a second language or finishing personal projects. Some of the goals that are also aligned with our current project like learning web development.

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

It varies from person to person but I would say thanks to the fact that we discussed our idea together, all of us had a chance to include something they would like to benefit from. Thanks to this many of us might have similar personal goals.

#### Common goal

Me and my team are currently working on an app called campusLink. Our common goal is to implement as many features as initially planned and also deliver all the required documentation for the project. All this while maintaining as much quality as possible.

Specific	Measurable	Acceptable	Realistic	Time-bound	Evaluate	Result/Reward
By building this project we can first of all improve a lot of our skills and gain valuable experience in both	We evaluate our progress regularly with internal meetings and by feedback from the teachers.	In order to receive a passing grade the project must be completed and submitted	Given that we are a group of 7 people with a decent amount of experience and discipline we are all confident we	All members have agreed on these goals. All responsibilities have been divided equally based on	We will be able to see how many of the originally planned features we were able to	Develop the campusLink app with as many planned features along with all the required documentation.

professional and technical skills. If the result is good it will also be a great showcase for our portfolios.		before the deadline.	will be able to complete our initial plan. It also helps that our plan has been reviewed by a teacher and has been given a green flag.	strengths and interests.	deliver in the end.	
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Individual goal			As mentioned in my PDP I would like to gain experience with developing mobile applications. One of the goals might also be that I want to improve my collaboration skills.			
Specific	Measurable	Acceptable	Realistic	Time-bound	Evaluate	Result/Reward
I would like to learn the basics of flutter so i can have a basic knowledge and experience with developing mobile apps.	Successfully complete at least 3 core app features. (ex.: login/registering, explore page, back end)	This goal aligns with my PDP and it is something that has been on my radar for a long time now.	With my previous programming knowledge this seems like a realistic step up to my abilities.	This goal needs to be completed alongside the campusLink project.	Progress will be evaluated by feedback from teachers / team members.	Achieving this goal will help me fill in a gap of my experience that I have been looking to fill for a longer time.

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

I think that first of all you should try to align your goals with the common goals as much as possible so you do not have to deal with much planning conflict. After that I would say that whether you should prioritize common goals or personal goals can be subjective and dependent on the occasion. For example some people might be focused on self development so it might benefit them to put some of the common goals aside. This of course also depends on the significance of the collaborative goal. Personally i think for me there would also be a factor of empathy. Knowing that multiple people are relying on me to accomplish something i think it would be more effective to focus on the common goal for that specific moment. Overall tho I think that you should never rule one of the sides completely, just to maintain some balance. I think this can help with motivation and reduce burnout.

## 10. 360 Degree Feedback

### Learning outcome

You compare written feedback from multiple team members on your abilities to collaborate with your own assessment of these abilities. Based on this comparison, you formulate learning points for future collaborations.

### Skills

That what you are able to do

### Explanation

#### Setting goals

Sets specific collaborative goals	Regularly shows this behaviour	I always try to point out where we need to be heading as a team.
Sets specific individual goals	Regularly shows this behaviour	I can take initiative in certain areas if necessary.
Aligns collaborative goals and individual goals	Regularly shows this behaviour	I discuss my actions with my team to avoid conflict.
Realises the collaborative goals	Regularly shows this behaviour	I try to finish everything I am asked for to avoid being the bottleneck.
Realises the individual goals	Regularly shows this behaviour	I usually finish my own tasks on time.

#### Shaping the collaborative process

Organises a kick-off meeting where agreements are made about four elements (goals, roles, processes, interpersonal relationships)	Regularly shows this behaviour	I try to get people together for the kickoff meeting asap so we can avoid stagnation.
Periodically and constructively discusses the progress and compliance with the agreements made	Sometimes show this behaviour	I try to explain all my steps to the team to promote clear communication.
Adjusts the collaborative process in a timely manner where necessary	Sometimes show this behaviour	I do point out things that need to be adjusted but I should be more proactive in this.
Addresses (dormant) task conflicts in a timely manner and resolves them	Sometimes show this behaviour	I do point out things that need to be adjusted but I should be more proactive in this.

#### Feedback and communication

Is able to effectively provide feedback	Sometimes show this behaviour	I try to give feedback but sometimes I still hesitate.
Is able to effectively receive feedback	Sometimes show this behaviour	< Variable:76347.de664da1-1f45-4205-a8e5-b208b8735e7e  Variable:76343.aa597a58-7ace-4ba8-888b-909d1040161b

Communicates effectively with other team members	Regularly shows this behaviour	I always try to point out that we must stay on the same page.
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Attitude That who you are		
Explanation		
<b>Collaborative</b>		
Focuses on the common goal/result	Regularly shows this behaviour	I am aware that others are relying on me so I do what I can.
Is open to ideas from others	Sometimes show this behaviour	If I find the argument valid I am open to ideas.
Regularly takes the initiative in collaboration	Sometimes show this behaviour	Sometimes I wait for others to act before I take initiative.
Puts the team's interests above self-interests	Sometimes show this behaviour	I try to balance my interests.
Helps others achieve their goals	Regularly shows this behaviour	When I get asked for help I always try to help.
Performs a proportional part of the work	Regularly shows this behaviour	I always do at least my part of the work.
Helps others perform their tasks	Regularly shows this behaviour	If I am asked for it or I see someone struggling.
<b>Reliable</b>		
Fulfils agreements	Regularly shows this behaviour	If I am expected to do something I do my best to do it.
Responsible for their own contributions	Regularly shows this behaviour	If something goes wrong due to my actions I take responsibility.
Is not afraid to rely on others	Sometimes show this behaviour	Sometimes I expect people to fail.
Communicates transparently and in a timely manner about the progress of the tasks	Regularly shows this behaviour	I update my team on where I am currently at with progress.
<b>Relationship-oriented</b>		
Contributes to a pleasant atmosphere in the team	Regularly shows this behaviour	I stay out of conflicts as much as possible.
Empathises with team members	Regularly shows this behaviour	I will not blame people for mistakes if they are overwhelmed or stressed.
Addresses (dormant) relationship conflicts in a timely manner and tries to resolve them jointly	Sometimes show this behaviour	I try to avoid drama unless I am involved.
<b>Development-oriented</b>		

Learns from team members	Regularly shows this behaviour	It is my favorite part of teamwork.
Shows awareness of their role in collaboration	Regularly shows this behaviour	I understand my responsibilities and try to stick to them.
Shows awareness of their preferences in collaboration	Regularly shows this behaviour	I always suggest what I think would be the best.
Shows awareness of strengths and weaknesses in collaboration	Sometimes show this behaviour	I utilize my strengths as much as possible but I should point out my weaknesses more often.
Formulates concrete learning points for every collaboration	Sometimes show this behaviour	I don't write them down but I do look back on what I gained from the past experiences.

### Reflection

- 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?

One of the things I find valuable is that when my teammates see me putting effort into the project they return the favor with also trying to put in as much work as possible. This results in a nice self motivating work environment.

	Strong points	Points for development
<b>Knowledge</b>	I understand the importance of proper teamwork and how does it effect outcomes.	-
<b>Skills</b>	I communicate using the popper techniques.	-
<b>Attitude</b>	I try to stay positive when possible.	-

### General conclusion

I learned that I am seen as reliable and helpful. I still need to work on giving or receiving feedback but now I understand the essence of it.

## Planning & organising

### 2. Setting and Achieving Goals

#### Learning outcome

You endorse the importance of setting goals in order to achieve the desired results, you can set different types of goals, and you demonstrate that you can formulate a (study) goal SMARTER.

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

Setting goals allows us to clearly define what we want to achieve before taking any action. For example: "Learning to play the guitar in one year". Having the goals always consistently defined throughout the whole process prevents us from getting "side-tracked" or forgetting what do we want to achieve or why do we want it. Once we have our goal clearly established we can break it down into smaller milestones and creating an action plan. For example: "Learning basic chords in the first month. Playing a basic melody in the second month. Learning how to read notes in the third month... ". By regularly checking back on the action plan we can measure our progress more easily and adjust the plan if needed. Reaching these smaller milestones also helps us to stay motivated because each time we reach one we gain more confidence in ourselves.

Your answer(s)	
<b>Short-term goal</b>	I will finish all my school assignments before the weekend so I can have some free time during the weekend.
<b>Long-term goal</b>	I will become financially independent before the age of 50 so I can achieve all my childhood dreams.
<b>Personal goal</b>	I will be going to the gym every week for the next year so I can have a better posture and feel more energetic.
<b>Professional goal</b>	I will start a successful business before finishing school to help me become financially independent.
<b>Relational goal</b>	I will make at least 40 new friends before the end of this year to expand my network.

Specific	Measurable	Acceptable	Realistic	Time-bound	Evaluate	Result/Reward
I want to pass my IT - web development class so I can continue with the course.	I need to finish all the assignments in time and pass the final exams.	I need to have a grade better than 5.5.	I can keep up with the study plan. If I continue this I will pass the exam.	The final exam is on week 9. I have to master all the required skills before that.	After each week I will check if I understand all the topics and ask the teacher if I need more information.	If I pass the exam I will decorate my room with cool items.



### 3. Prioritising Using the Time Management Matrix

#### Learning outcome

You have critically reviewed your activities using the time management matrix and argued what you want to give more and less priority to.

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

For me efficiency is a very applicable value. I'm always trying to do tasks as efficiently as possible without taking any unnecessary steps or wasting time.  
For example when doing research on something I always focus on understanding the core concept first. This allows me to quickly sort out what is important and what can be skimmed over. This also allows me to dive deeper into things that require it.

Activity	Urgent/non-urgent	Important/non-important
Going to the gym	Non-urgent	Important
Completing Edumundo assignments	Urgent	Important
Finish playing Omnifactory	Non-urgent	Non-important
Completing OOP assignments	Urgent	Important
Finishing the robot project	Urgent	Important
Playing Factorio	Non-urgent	Non-important
Clean the house	Urgent	Non-important
Prepare for the exams	Non-urgent	Important
Play The Binding of Isaac	Non-urgent	Non-important
Socialize with friends	Non-urgent	Important

How did that work for you? Please explain your answer with a few examples of activities of which you had doubts about which quadrant they belong in.

I made the activity: Prepare for the exams - Non-urgent - Important. I was not exactly sure if I should make this an urgent or a non urgent task but I decided to leave it in non-urgent since I have a lot more urgent tasks before it. I would assume that after I progress through some of the other tasks it would make its way into the urgent quadrant.

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

I think my priorities are currently well set. I always give my full attention to my school work. Only after I'm done with my immediate deadlines I give myself space for some other personal activities. So far I think this made for a pretty balanced workflow.

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.

I think working out or doing more sport activities would boost my energy and also have a positive impact on my health. I also think I should give more attention to some of my personal projects and hobbies. Right now I don't really track or plan any of them and doing so might give me a sense of completion.

**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?

I don't recall a specific event where I had to say no in the past but I know that I will never agree to do something that might seem fun but not important in case it overlaps with something important that I need to do urgently.