**Futures Forum: Careers Personal Management Profile**

● **Self reflection** is an important part of improving your personal management skills.

● Be honest with yourself about your **organizational techniques** and work ethic.

● You are developing the ability to discover how to **manage your own learning**

● Understanding your **personal strengths** will help you develop **effective communication** skills

### **Job Reflection**

### Place an **“X” in the box** that best describes your in-class work habits. Only check one box per section and give yourself a mark out of five for a total of 15 marks.

## Section A: Focus

x I do an **excellent job** keeping myself on task every class.

**[4-5 marks]**

€ I have **peak work periods** during the week. Some classes I work the entire period and during other classes my work productivity decreases.

**[3-3.5 marks]**

€I find myself **working for part** of the class and then being distracted by the internet or other things for a large part of the class.

**[1-2.5 marks]**

**Mark: 4.5/5**

## Section B: Leadership

xI am a **self-starter** who always takes **initiative** to work beyond my assigned tasks and assignment expectations. One of my strengths is my willingness and ability to help and guide others.

**[4-5 marks]**

€I need **some direction** from the teacher in order to focus on my work. For the most part, I have made a positive contribution to my project, but rarely take initiative to work beyond my duties or assignment expectations.

**[3-3.5 marks]**

€ I look for things to **avoid starting** and/ or finishing my work. I rarely help others and look for ways to waste time during class.

**[1-2.5 marks]**

**Mark: 4/5**

**Section C: Achievement**

xI have been **highly effective** in meeting the deadline and **achieving my goals**. If something is not done, I will make sure the task is completed as soon as possible.

**[4-5 marks]**

€My **effectiveness has been** **good** at meeting the deadline and **achieving my goals**. Some days I am more organized than other days.

**[3-3.5 marks]**

€ I am organized and **effective sometimes**. Some days I have been distracted, but for the most part I have been staying on task.

**[1-2.5 marks]**

**Mark: 5/5**

**TOTAL: 13.5/15**

**Improvement Strategies**

How can you be more **responsible** and **productive** with your class time? List at least 3 things that you think will help your productivity.

|  |  |
| --- | --- |
| 1 | Try not to have too many conversations during work periods. |
| 2 | Ask questions right away is something is unclear to get on task. |
| 3 | Try to focus on the assignment then someone distracting you. |

What stops you from meeting deadlines? What supports you in meeting deadlines?

**Stops (negative)**

|  |  |
| --- | --- |
| 1 | Procrastination |
| 2 | Laziness |
| 3 | Didn’t get the assignment (not there when assignment was handed out). |

**Supports (positive)**

|  |  |
| --- | --- |
| 1 | Teachers giving reminders to the students. |
| 2 | Working on it bit my bit. |
| 3 | Getting it done right away, way before the actual due date. |

What are the 3 most important things that you can do every day in order to **achieve excellence**?

|  |  |
| --- | --- |
| 1 | Making sure that I have enough sleep. |
| 2 | Have a good healthy diet (with some junk food). |
| 3 | Pay attention to what people are saying. |

What will help you **listen, learn, and practice** more from class instruction? List at least 3 things that you or your teacher can do to help your learning and practice.

|  |  |
| --- | --- |
| 1 | Make sure that everything is hands on (you learn a lot more than doing from seeing and listening form the teacher). |
| 2 | Show a demo before actually giving us a task (Helps showing how to do something and where to go and get it). |
| 3 | Have practice in some areas where you may not get something. |

● What can you do to **help** other students and create a positive learning environment?

|  |  |
| --- | --- |
| 1 | Give them examples on how to do something. |
| 2 | Explain the question that they are being asked. |
| 3 | Make sure there is no loud distractions (I.e., Music) |

### **Total: /25**