**Skills That I Need to Work On (RECOGNITION) How I Will Improve This (ACTION)**

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| Flexibility + Manage Time | The best way I feel to improve this skill would be to keep a diary. That way I can monitor everything I have planned so that time is made for any university work. I can also ensure I have free spaces in case anything else is needing to be done. |
| Working Under Pressure | When under pressure I work best in a quiet environment where there will be no disruptions as thing can cause me stress. By finding a quiet room that I can work peacefully in I will be able to get the work done without panicking. |
| Self-Discipline | I have a bad habit of using my phone too much especially at inappropriate times. By switching my phone off I am disciplining myself so work can be done without a distraction. |
| Take Responsibility + Act As A Leader + Take Risks | I feel like I can link all of these skills I lack into one solution. When working in groups I feel it would help for me to come forward and volunteer to be the leader. This way I am taking responsibilities for the group tasks for that day. I am often scared to take up this position with the thought I may do something wrong. However, if I encourage myself to take this risk I am overcoming 3 skills that I need to work on in one action. |
| Making Presentations | I often have a bad habit of making my presentations longer than they should be. A good way to solve this would be using flashcards. This way I am prompting my way through my presentation with the right amount of information I need. |
| Evaluating Information | A good way for me to improve on this would be by creating spider diagrams. By doing so the information I gather will be organised so that when I look over my work I will get a good understanding. |
| Listening to Others | The more group work I do the better I will become at listening to what everyone has to say. If the information from others is relevant it may help even taking note for future discussions. |