



<b>Task</b>	<b>Very Good (5)</b>	<b>Good (4)</b>	<b>OK (3)</b>	<b>Poor (2)</b>	<b>Very Poor (1)</b>
Punctuality					
Completing tasks to an appropriate standard					
Keeping records of task completion					
Seeking advice to enable progress					
Following instructions					
Breaking down tasks into smaller parts					
Completing tasks on time					
Asking for help to improve understanding of instructions					
Prioritising tasks					
Checking quality of own work					
Estimating time for task completion					

Based on the above table, look at the task management skills you have identified as your main strengths and the things you need to work on.

**1. Keep On's - note down at least 2 things you are good at and want to keep doing.**

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**2. Work On's - note down at least 2 things you want to improve on and get better at**

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**Why are we highlighting Work On's?**

Having skills you want to improve on is very important as it helps you set targets for your ongoing development in the world of work.

In this unit you will plan and carry out your own vocational project where you will decide on and work on a minimum of 2 personal targets for the development of task management skills. Look at the Work On's above and identify at least 2 personal targets you wish to include in your own vocational project

**3. Personal Targets - note at least 2**

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# Personal Target Action Plan 1

Spend five minutes thinking about the above target.

**My target is...**

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**In order to reach your target you will need a plan.**

**Think of the tasks you will need to take to achieve your target:**

1. ....  
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2. ....  
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3. ....  
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**Remember you don't have to do it alone!**

**Who can you ask to help you reach your target?**

1. ....  
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2. ....  
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**Do you need any resources to help you achieve your target?**

1. ....  
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2. ....  
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**How long will it take you to achieve your target?**

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**What will you do if you are not on course to achieve your target?**

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# Personal Target Action Plan 2

Spend five minutes thinking about the above target.

**My target is...**

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**In order to reach your target you will need a plan.  
Think of the tasks you will need to take to achieve your target:**

**1.** .....  
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**2.** .....  
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**3.** .....  
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**Remember you don't have to do it alone!  
Who can you ask to help you reach your target?**

**1.** .....  
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**2.** .....  
.....

**Do you need any resources to help you achieve your target?**

1. ....  
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2. ....  
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**How long will it take you to achieve your target?**

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**What will you do if you are not on course to achieve your target?**

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