





















Reflect on your vocational project and the 2 task management targets you identified you would like to work on. Fill in the table below on your progress reflecting on the personal journey you have made through your vocational project.

<b>Task Management Skills</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 and comparing it to the first time you filled it in - have you improved your skills. What do you still need to work on?**

**Keep On's - note down at least 2 things you have improved on and want to keep doing.**

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

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