

BSBPEF402 - Develop personal work priorities

Assignment

Task 1

Develop your personal work schedule for 1 week

- identify personal responsibilities
- prepare a personal work schedule
- outline the task you will perform
- communicate your work schedule to your employer

Implement your work schedule for 1 week

- monitor personal work performance to identify variations between expected and actual work performance

After 1 week, review your personal work schedule.

- What were some of the barriers to fulfilment of task requirements
- review own work performance against workgroup objectives through self-assessment and seeking and acting on feedback from internal and external stakeholders.