

# BSBPEF301 Organise personal work priorities

## Assignment

### Task 1

Prepare a work plan following the below criteria:

- Implement the use technology to schedule & monitor the completion of tasks
- Prioritise work tasks
- Request feedback from relevant personnel and assess against job role requirements
- State any personal development requirements
- Keep a record of development of skills

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- on at least three occasions, plan, conduct, and present research on a work task using the internet.

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- key elements of basic research methods
- key functions of required applications
- relevant organisational policies and procedures
- key principles of documenting research.

**Submit Documents via email to [admin@globalfitness.edu.au](mailto:admin@globalfitness.edu.au)**

**Submit Video Assessment to :**

**<https://drive.google.com/drive/folders/1Ckdcmiqq1XkVBIgGMacQEIx0Lxb7BNPE?usp=sharing>**