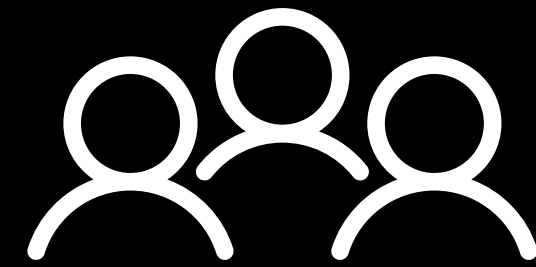


# PERSONAL REFLECTION AUDIT

## PEOPLE



### ORGANISATION

REFLECTION	STRONGLY AGREE	MOSTLY AGREE	NEITHER AGREE NOR DISAGREE	MOSTLY DISAGREE	STRONGLY DISAGREE
I like to make a plan and stick to it					
I am able to breakdown and categorise tasks to make them more manageable					
I like to write down tasks to ensure they are remembered					
I am self motivated					
I always finish tasks I start					
I like to have a clean and neat place to work					
I am able to easily locate items I need					

### COMMUNICATION

REFLECTION	STRONGLY AGREE	MOSTLY AGREE	NEITHER AGREE NOR DISAGREE	MOSTLY DISAGREE	STRONGLY DISAGREE
I have experience communicating with a range of people					
I am able to express my views verbally					

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# PERSONAL REFLECTION AUDIT CONTINUED

## PROBLEM SOLVING

REFLECTION	STRONGLY AGREE	MOSTLY AGREE	NEITHER AGREE NOR DISAGREE	MOSTLY DISAGREE	STRONGLY DISAGREE
I am able to understand and evaluate problems					
I am able to adapt to change					
I do not get stressed when problems arise					
I am able to find logical resolutions to problems					
I am able to make decisions quickly when under pressure					
I am confident to take action when a decision is made					
I like to reflect on problems after the event to develop my decision-making skills					

## TIME MANAGEMENT

REFLECTION	STRONGLY AGREE	MOSTLY AGREE	NEITHER AGREE NOR DISAGREE	MOSTLY DISAGREE	STRONGLY DISAGREE
I am good at estimating how long tasks will take to complete					
I am able to prioritise tasks effectively					
I complete tasks based on their priority					
I plan before completing tasks to ensure I can complete them fully and quickly					
I am able to balance different tasks at once					
I always stick to deadlines					
I set deadlines for myself					