**Self-assignment 1**

**Three words that describe me**

By asking my family and friends, and a few Canadian friends who have spoken a few times. The three high-frequency vocabularies I got about describing me were warm-hearted, introverted, and good at observing.

I also came to the conclusion from discussions with them. The first is about being enthusiastic, treating people or things with enthusiasm and trying to help others. They gave me some examples. A friend said that he has moved four times in Canada in recent years. Every time we were eating together, he had no intention of telling the plan to move, but after I heard it, I asked the specific moving time every time and then went to help him.

The second one is introverted. There is no need to prove this. I am an introvert. I will not deliberately express my own ideas with anyone unless I am in need. I don't want to communicate with strangers most of the time while study and work. Of course I know this is where I need to change.

The third is to be good at observing. I was surprised at the beginning. I didn't expect several people to evaluate me like this. In fact, what I think is good at observing is the emotional intelligence of a person. I think that my emotional intelligence is relatively high. This may be related to my family education. When I was very young, my father actually taught me that people can lag behind others in their knowledge reserves, but they must learn how to get along with others and how to deal with things appropriately.

**Self-assignment 2**

Statement of Commitment:

* Fulfilling all requirements as outlined in Comm3309 syllabus
* Respect the professor, respect the classmates, and face every problem and activity with a positive and friendly attitude.
* I hope to master management skills from comm3309 that I can use these skills to solve the problems of learning and life. For example, time management, communication skills, and awareness of themselves.
* According to the curriculum of this semester, make a daily time schedule and do the actual fulfillment.

**Self-assignment 3**

**Individual Effectiveness Plan (IEP)**

What action will you take over the next 6 months to develop a skill? Please be specific – identify tangible strategies that you will use to work on this skill. The following framework can help you tease out the details.

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| I would like to development the time management skill.  |
| I need to develop a detailed schedule and force myself to complete, encourage and urge myself to complete the plan. |
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Strategy/Issue – clear statement regarding the item or issue I wish to increase or decrease. Something you want more or less of, or you want to change.

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| I will make a daily schedule based on the curriculum and follow this form for daily activities.  |
| Because I want to change my irregular work, make my life healthy and use time efficiently. |
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How  - What will I do to a achieve this?  (for example, increase budgeting skills, increase my yoga practice, increase my assertiveness, etc. ).  Also, be as definitive as you can be. For example, I will learn new breathing techniques by taking a class twice a week and practicing 5 minutes in the morning every other day, etc..

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| Increase the time management skill. Make a schedule based on the curriculum, and then fully schedule the free time, such as getting up at 7.30am on Tuesday morning, and attending classes at 8.30. After 1pm, there should be an hour of eating time, and then some simple exercise (gym or any suitable place). 3pm returned home, rested for one hour, sorted out the content for one hour, 5.30pm go to the last class, 7.30pm back home, after dinner for some entertainment activities and the next day's class materials, between 11.30-1200 go to bed. |
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Resources – what resources will you access?

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| Time management skill. Make the specific time schedule sheet. |
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Success / Milestones – what do I hope to learn or how will I measure success (be time specific as well) For example, in two months I will expect to see? In 3 months I expect to see?

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| I hope that in the second month, I can sleep on time every day, get up on time, and make  |
| reasonable use of time, and encourage myself to complete every assignment on time. |
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Structures – structure drives behaviour, what structures will I put in place to enable the behaviour  (i.e. Taking a class is a structure)

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| Turn off the cell phone on time every night before 12. Taking the every class on time. Due the every assignments on time |
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Learn – after two months or three months what am I learning about the practice and myself?

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| Reasonable use of time, regular work and rest, will not delay any important events. Make myself more responsible. |
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**Interview Skills**

Applying for: Accounting Assistant

**What makes you unique?**

Everyone has his or her unique abilities, but for me, my ability is to adapt to the environment is relatively strong, and has the ability to quickly integrate into the teamwork. And my unique ability is for my lives and work has a clear understanding of the things that I will do better predict and deal with these things. And provide measures in advance to deal with the consequences, make sure that not going to happen and to make the maximize benefits.

**What motivates you? Why?**

Talk to my expectations, Accounting Assistant is what I want to work, so I'll try to do it well, and I may face some difficulties according to a current level of knowledge, but I'll learn, I have confidence in the ability to become more comprehensive. And talk about my experience, I had not done the accounting assistant before, so this is a challenge for myself, of course, I like the challenges, it makes me feel more able to reflect my values.

**Personal SWOT Analysis**

Advantage

I am very creative and very friendly. In my daily study, I get along very well with my team members. We often discuss some problems in the study together. On some key issues, I can ask some valuable questions to help solve the problem.

weakness

I have procrastination, which makes my organizational skills very poor, and sometimes it may affect my work and quality of learning. And, I often feel nervous in some public situations.

opportunity

According to the course of learning management skill, I should be able to master some time management and experience and methods. I am about to graduate. Maybe in the post work, I can correct these bad habits and improve my ability.

Threat

More and more students around have noticed the importance of management skills. We are all facing graduation and work, so the competitive pressure will increase. As an international student, mastering two languages has not been an advantage in the current society, and more people choose to learn multiple languages.