

Task



Hopefully, you took in as much of the information in this 12th module as possible. To find out how well you have done, complete the following worksheet.



We recommend that you allocate at least 30 minutes to this worksheet.



SELF-MARKING

At the end of the worksheet is a convenient answers/feedback and advice section to allow you to see how well you have done.

You are not required to return this worksheet.

Activity #1



10 minutes

Write a paragraph that describes what a work plan is and detail what a typical work plan looks like.

Write or type your answer here

Activity #2

 10 minutes

Write a paragraph explaining why work planning is considered an organisational tool.

Write or type your answers here

Activity #3

 10 minutes

Work your way through the following paragraphs and insert the most appropriate words to fill in the missing blanks. There are 10 for you to have a go at in all.

A PA's 1_____ involves planning the day or tasks based on his or her intuitive knowledge of 2_____, bosses and customers. Your personal 3_____ of habits, inclinations and preferences help you plan 4_____, meetings and processes.

A 5_____ PA always has a 'plan B' in case the original plan cannot be 6_____. Shifting schedules, changing appointments and a conflict of goals can sometimes require the 7_____ of alternate plans.

Many times, you may have to oversee the 8_____ of smaller tasks while keeping in mind the bigger picture. Administrative tasks such as responding to client 9_____ and filing 10_____ may need to be done on a daily basis.

Write or type your answer here

1

2

3

4

5

6

7

8

9

10



Answers/feedback and advice section

Use this section to check your answers and see how well you have done

You are not required to return this worksheet

Activity #1

Advice and Feedback

A work plan can be in the form of a proposal and helps to maximise a basic work day and increase organisational workflow. An example of a typical work plan would include a background that identifies any problems and objectives, which defines goals, variables and specifics. The plan should also list any available resources and constraints, as well as anything that can be done to reach and achieve them. Finally, there should be a strategy, which includes specific and precise action.

Activity #2

Advice and Feedback

Starting a work plan is a vital part of any new project and is considered a very important organisational tool. There are a few reasons why work planning is so important. First, it helps to define goals and the steps it will take to achieve them. It also contributes to minimising the risk of uncertainties, conserve resources, establish realistic goals and maximise team efforts.

Activity #3

Answers

1. Job 2. Colleagues 3. Knowledge 4. Tasks 5. Successful 6. Executed
7. Implementation 8. Execution 9. Correspondence 10. Invoices

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SUMMARY

Now that you have studied Module 12, it is time to decide if you feel you are ready to move on to the next module. Even if you struggled only slightly in this module, make sure you take the time to read through the material one more time.

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