

ASSESSMENT # 7

Total Marks: 30

Answer the following questions:

1. What do you feel are some of the most challenging aspects of being a manager?
2. Describe the Urgent/Important Matrix and how to prioritize and classify the work they have to do.
3. Explain the Planning guidelines to use when checking plans, and how to use a planner and to-do book.
4. How Rituals can help you to create the foundation of success.
5. When practicing the Four D's, what does Dump actually mean?