



**Business Practice level 2**

**Topic :Priorities objectives and plan activities to achieve objectives**

**Module 18:**

**Lecturer: K.N Popane**

## Learning Outcomes

- ❖ **Know how to priorities your objectives**
- ❖ **Know how to plan to achieve your objectives**

# Priorities

# PRIORITiES



1.

2.

3.

# Steps to achieve goals - (Priorities)



# Priorities your objectives

Once you have set your objectives for own skills development, it is important to Priorities your objectives and find a way to achieve them.

**Priorities** - doing the most important things in your life , things that will help you achieve your goals. (Example as a students you would chose studying over having fun at a House - Party.)

You will need to priorities your objectives in order of importance. What objectives is the most important one to attain in order to advance in your career? You need to consider whether it is the right to time to attain that particular objective.

# Plan your Objectives

Planning Objectives may be difficult for you to do at first, as some people may set objectives that are not achievable or simply too far fetched. When you plan an Objective, start with your current situation and think about where you want to get to. Obviously you cannot go from where you are to where you would like to be in just one big Steps (it takes time to achieve a goal). You therefore have to take small steps that will eventually lead to where you want to be. These small steps will be achievable objectives.

Example, Peter is an NQF level 2 students. He wants to be a business owner when he completes college. He has decided that he would set the following objectives:

1. Take business related subjects at college. (example Business Practice or Entrepreneurship)
2. Secure a part time job at his aunt's Spaza Shop, so that he can learn about how her business is run.
3. Apply for a learnership.

# The End of the Module

Please stay home and stay Safe !!!!!!! (Do activity 18.1 leave questions 5. for Friday)

