Important! Download and save this fillable PDF on to your computer, and then complete the task using the PDF that you saved on your computer.

Wrap-up

Reflection

In this chapter, you learned about personal management qualities that Canadian employers value in their employees. Write a short paragraph about one personal management quality that you have, and one personal management quality that you would like to improve on. The personal management qualities that we looked at were the following:

- Managing time effectively
- Demonstrating a positive attitude
- Learning continuously
- Working responsibly
- Being creative and flexible

Write your paragraph here:

