Prepare a 3000 word report that explains how to manage work priorities and professional development.

The report should reflect upon the following:

1. What makes a good role model and how can I ensure that I act as a role model for employees I supervise?
2. What are the traits of an effective leader? How can these traits be developed?
3. How can I ensure that my work goals and plan are aligned to the organisation's goals and plans?
4. How can I ensure that I meet my job responsibilities?
5. How can I measure and maintain my personal performance?
6. How can I prioritise work?
7. How can I use technology to organise and manage my work?
8. How can I ensure that I maintain a work/ life balance?
9. How can I ensure that my personal knowledge and skills meet required competency standards?
10. How can I determine my developmental needs?
11. What is my personal learning style and how can I ensure that I take advantage of learning opportunities?
12. How can I gather feedback from others about my personal performance and how can I use this feedback to improve my competence?
13. How can I use networks to increase my knowledge, gain new skills and develop relationships?
14. How can I ensure that I acquired new skills to maintain my competitive edge?
    15. How can I contribute to the organisation's competitive edge?