

Name: Mohmed Aarif Idris Patel

Student Number: 2120428

Module Code: BMSW4001

Module Title: Academic and Employability skills

Lecturer's Name: Sylvia Hoffmann



(Crane et al, 2019)

SWOT

Personal Analysis



Importance of Time Management

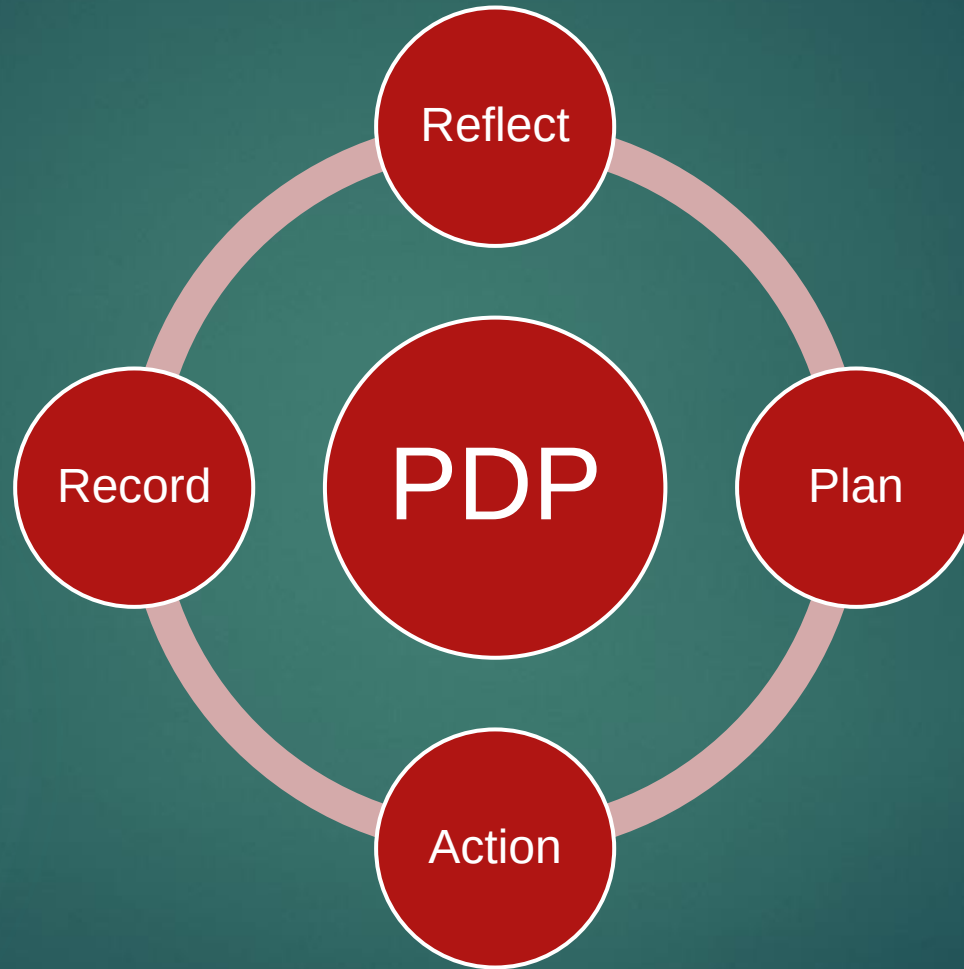


- Better performance
- High quality work
- Low Procrastination
- Work & Life Balance
- Better Teamwork

How I Improve my Time Management Skills

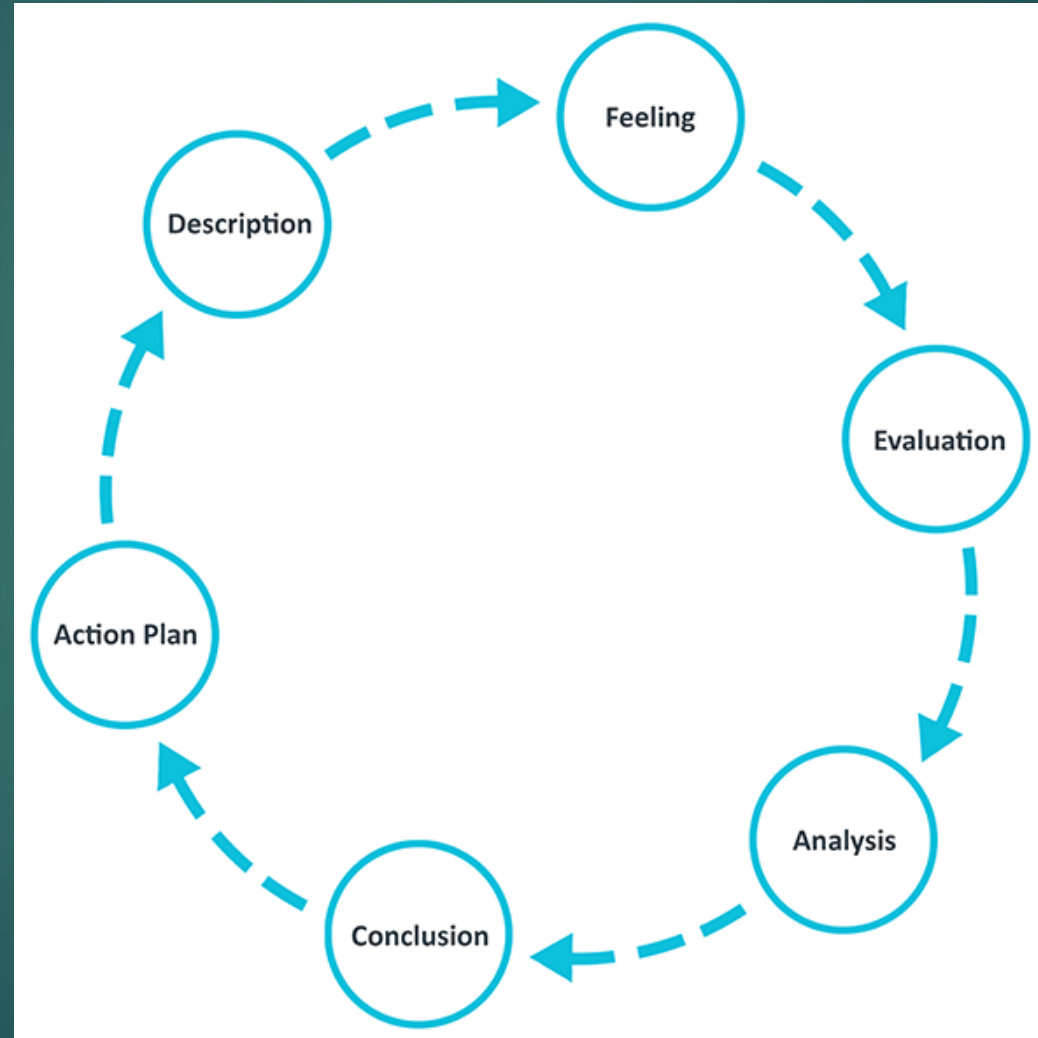


Personal and Development (PDP)



(Eisele et al, 2013)

Gibbs' Reflective Model



(Adeani, Febriani and Syafradin, 2020)

References

- Annie, R., 2018. *Critical self-reflection - ppt download*. Slideplayer.com. > [Accessed 7 April 2022].
- Addams, L. and Allfred, A.T., 2013. THE FIRST STEP IN PROACTIVELY MANAGING STUDENTS' CAREERS: TEACHING SELF-SWOT ANALYSIS. *Academy of Educational Leadership Journal*, 17(4), p.43.
- Adeani, I.S., Febriani, R.B. and Syafryadin, S., 2020. USING GIBBS' REFLECTIVE CYCLE IN MAKING REFLECTIONS OF LITERARY ANALYSIS. *Indonesian EFL Journal*, 6(2), pp.139-148.
- Clegg, S. and Bradley, S., 2016. Models of Personal Development Planning: practice and processes. *British Educational Research Journal*, 32(1), pp.57-76.
- Crane, M.F., Searle, B.J., Kangas, M. and Nwiran, Y., 2019. How resilience is strengthened by exposure to stressors: The systematic self-reflection model of resilience strengthening. *Anxiety, Stress, & Coping*, 32(1), pp.1-17.
- Eisele, L., Grohnert, T., Beausaert, S. and Segers, M., 2013. Employee motivation for personal development plan effectiveness. *European Journal of Training and Development*.
- Indeed Team, 2021. *10 Ways To Improve Your Time-Management Skills*. Indeed. [Accessed 8 April 2022].