

Personal Development Plan:

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Institution: University Of Wales Trinity Saint David

Objective:	Success Criteria:	Activity:	Allocated time	Resources:	Priority:	Start Date:	End Date:
1. Improve Work – Life balance	• 30% Personal Time (gym, hobbies, relaxation, reading) • 30% Family time • 40% Work time	• Create and follow a daily/weekly time schedule • Organize my activity based on the set schedule • Follow the daily /weekly routine	• N/A	• Computer • Phone • Agenda	Very High	01/03/2023	Continuously
2. Improve Social and Communication skills	• Develop social network • Improve communication and negotiations skills • Improve conflict resolution skills	• Involve in social activity with friends twice / week • Listen more • Assess information • Practice concise speech • Non-verbal communication	• 6 hrs/w	• Computer • Phone	High	01/03/2023	31/12/2023

	• Improve persuasion						
3. Improve writing skills	• Write reports and blog articles • Create video blog on different topics	• Further research on “how to write articles and reports” • 10 Test samples on the blog with feedback • Assess success rate based on feedback from target readers groups	• 3hrs/w	• Computer • Personal and professional website and blog	High	01/03/2023	01/04/2023 (and onwards)
4. Improve personal brand	Create an online personal brand	• Assess myself and create a personal SWOT • Areas of interest • Motivation drivers • Procrastination alleviation • Desired result/impact • Create action plan • Regular assessment	• 0.5 hr/day	• Agenda	Very high	01/03/2023	Continuously
5. Create personal website	Website Launch	• Establish template and graphics • Write content	• 10hrs/w	• Computer • Domain and site name	Very High	01/04/2023	10/04/2023

		• Create image portfolio • Create personal and professional blog (with references) • Revision of initial graphics, content and images • Purchase domain and launch site		• Website design specialist			
6. Improve English language	Pass IELTS assessment	• Complete IELTS online courses • Individual study – 1 hr / day • Read materials/books in English language • Write materials in English language • Pass IELTS exam	• 6hrs/w	• Computer • IELTS materials • English language books	High	01/04/2023	01/10/2023
7. Learn Spanish language	Pass beginner test	• Identify a suitable Spanish language online course • Start studying • Pass beginner Spanish test	• 4hrs/w	• Computer • Spanish language materials and books	Medium	01/06/2023	31/12/2023
8. Follow training and nutrition plan	Develop training habit	• Create gym schedule	• 2hrs/day – 5days/w	• Gym membership	High	01/03/2023	31/12/2023

	Develop healthy eating habits	• Follow gym schedule • Assess progress - monthly • Create nutrition plan		• Training agenda • Create a 5 day training program • Go to gym 5 days / week • Assess progress monthly • Adjust training program • Adjust nutrition program • Repeat			
9. Mental strength and ability and reduce stress	Increase focus Increase concentration levels	• Reduce multitasking • Meditation 30 minutes / day • Sleep 8 hours / day • Regular rest and relaxation periods • Exercise focus on the moment • Prioritize tasks and follow schedule • Practice mind and	• N/A	• Agenda	Very high	01/03/2023	Continuously

		concentration games					
10. Improve resiliency	Diminished stress Action success	• Set and follow goals – challenge myself • Focus on positive outcome – plan and act for it • Build positive relationships • Allocate time for self-development and confidence boost • Become more proactive • Failure assessment and acknowledgement – analyse and learn from them • Improve patience and commitment • Boost self-control • Practice thought and reaction control and awareness • Become more flexible	• N/A	• Agenda • Regular assessment • Personal development plan	Very High	01/03/2023	Continuously

Review Date:

Signature: