

Swot

Swot analysis guides us and help us of understanding what our strengths are, weaknesses also our opportunities and threats swot analysis is a tool that helps us to analyse these strategies for our business or job opportunities not only that but it also improves our skills. For example, I can have a great communication and teamwork skills also get advice from an experience people which that would be my strength but my weakness would be perfectionism setting high standards and overwhelm myself which then will lead me to delays and put me in a stress which I would not need but also not able to say no would be another weakness, weakness is an area for improvement, and by recognising our weakness we can improve them

opportunities would be able to say no as sometimes in life you can't always say yes to things you don't want or don't want to do, learning new skills and improving skills there's always room for improvements and always room for learning new skills, opportunities in swot analyses as a business would be market expansion having a brand that everyone will know so greater brand recognition in other words opportunities can be leveraged to our advantage. By understanding and capitalising on these opportunities, we can enhance our chances of success, threats would be not having enough of skills, for example going for a job interview and not matching or not having the skills requirement is a negative impact or competition with some other colleagues who has more knowledge & skills for that job interview, however skills can be taught, internet can be seen as threat but also as opportunity, opportunity because it can help your business grow, threat because there will be more competition with others businesses, robots are threat that because humans can get replace in work places by robots which then means less work for humans as robots will be capable to take humans work

Smart

Smart goal is a goal you want to achieve you can always measure it and break it down In manageable Pieces, smart stands for being specific, measurable, attainable, relevant -and time-bound., Being specific could be as what I'm I going to do for example open my business and get more knowledge, measurable how can I measure my success and when will I know that I have achieved my goal, attainable how can I achieve my goal and how can I make it easier for me, Relevant is my goal worth the while and how can achieving my goal help me, last one is time-bound, how much time I give my self for me to achieve my goal.

I want to be specific about my goals which would be opening my own my shop or a little restaurant that would be my first started pack and then eventually raise up and own a club. I want to be my own boss because that is my passion. but firstly, I want to gain as much as knowledge as I can while studying in university, I am giving my self a time for specific reasons as I am not ready or not have gain as much as knowledge as I suppose to. For measuring my success that would be for example passing my assignments my test gets feedback from my tutors and from the tutor's feedback I could improve which would give me more understanding of what I need to do next. I can also measure my success by building up my financial state, I will know that I am ready to open up my first business by having the knowledge of each skill and by being financially stable, Measure by success by each step. Attainable, I can make it easier for by working in a restaurant or club and see how the business work and gain knowledge from inside the workplace, which that can give me an idea what I would need if I would be opening these kind of business, I can archive my goals by I can break them down into smaller manageable pieces and create a plan keep my self on track and see where I am just like in a game of levels not only that search about use internet and see videos which would give me an example. Relevant my goal is my passion I always dreamed of being my own boss and having my own business, so my goal is worth the while, my goal can help me financially and it will also give me freedom to spend time with who ever I want instead of working 9 to 5 where I woudnt have flexible lifestyle. When it comes to time-bond to achieve my goals I would say 4 to 5 years to achieve my goals. That because I want to get more knowledge and more experience in workplaces, 4-5 years sounds suitable for my career to start properly.

Johari Window

Johari window helps us understand ourselves more and it also improves our relationship with others, johari window has 4 sections which are open, blind, hidden and unknown. The open section is about the

things we know about ourselves it's like our public self (version), for example I know that I have a good communication skill and that I am always on time, I don't get any complaints from others but compliments for coming in early which that also as my strength. Blind section is about things or our behaviour that other see in us that we don't see in us for example our personality such as being jealous or having anger issues and many more knows as our (red flags) that we don't notice in our self, I might think I'm not jealous or have anger issues but I can get someone telling me that I am a jealous person or that I got an anger issues and etc.. I believe everyone has a blind section in in their life. Hidden section is the things we know but we keep it hidden for example that could be a hidden talent I keep it hidden because I don't want someone to know about it knows as (secrets) unknown section is things we haven't discovered that isn't know by me and others.

PDP

PDP stands for personal development plan it helps us to set goals and work towards them it's a plan of achievement we can use PDP as a target for improvement it helps us identify our strengths, weaknesses, opportunities and threats also we can check on our progression it gives us a better knowledge where we currently stand, pdp is a tool that we can use to find the best version of ourself, PDS is normally used in workplaces and in education it's a plan for our a career and in our personal life, we reflect on our learning and on our performance using PDS we engage more knowledge and enhance our skills.

Learning styles

Learning style is how we best can learn and how we can develop and take new information in and remember them such as visually, listening, reading, or doing it our self everyone has a different type of learning style, my style would be visually or doing it my self that because I don't like reading or listening as I don't understand much from it, visually or doing things my self gives me a better idea of what going on and how to define what going on properly it's easier for me to be learning like in that type of style. Being a visual learner involves watching videos and creating a mind map diagram and also highlighting organise information and I think that the easiest and smartest way to learn but everyone has a different type of learning style, knowing our learning styles can help us study smarter and gain more knowledge it's also more enjoyable as it doesn't get us stuck at one thing. learning style gives a boost our confidence and it promotes our self awareness and our personal growth's elf awareness leads to swell problem solving skills and life long love for learnings.

SWOT Analysis: Discover New Opportunities, Manage and Eliminate Threats" by Albert S. Humphrey

SWOT Analysis for Personal Development: A Guide to Assessing Your Strengths, Weaknesses, Opportunities, and Threats" by Sarah Johnson

Smart: How to Develop and Sustain a Successful Personal Development Plan" by Anne Collins and Paul Birch.

The Smart Habit: How to Develop a Personal Development Plan That Works" by Jennifer Martin.

The Johari Window: A Comprehensive Guide to the Model and Its Applications" by Susan Cain.

Understanding Yourself and Others: The Johari Window and Beyond" by Mark Goulston and Philip Goldberg.

Personal Development Planning: Strategies for Individual and Organizational Growth" by John P. Wilson.

Creating Your Personal Development Plan: A Practical Guide for Designing a PDP That Works" by Sarah Johnson.

Ball, A.L. (1982). The secrets of learning styles – your child's and your own. Redbook, 160, 1 (November) 73-76.

Honey,P & Mumford,A (1989). The learning styles questionnaires.