



PERSONAL DEVELOPMENT PLAN

Learning in the Digital Era – BMPL4007/BMPS4009

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Task 1 – Reflection

In this task, I will be reflecting on the plan that I used to complete my first assignment and how these skills that I have developed may help in my future. I will be using Gibb's reflective model, which helps us understand our thoughts and learning strategies. The reflective model has six stages: description, feelings, evaluation, analysis, conclusion and action plan (University of Cambridge, N.D).

Description:

For my last assignment I had written a plan to follow, the point of the plan was to make writing my assignment easier and allocate time each day to the assignment. The plan included collecting websites for reference later. I did a lot of research online. I had managed to collect all the information and paraphrase it, unfortunately, I did not save all the websites so referencing the work was that much harder and time-consuming. I spent double the amount of time collecting the lost websites. I did eventually find them, and I managed to reference my work.

Feelings

I was happy with my progress up until that point, I thought I was following the plan and making things easier for myself. I did panic when I realised that I did not have the websites, I was worried about how much time it would take to find them again. I was annoyed at myself over something that could have been easily avoided. I should have been paying more attention to my plan, as I had written down 'referencing' in bold writing. I was also frustrated with myself because I know that referencing is important in all my assignments, and I have been practising my references.

Evaluation

As I was looking for the lost websites, I did manage to collect other bits of information and added this to my work, referencing as I was going. It was taking a lot longer than it should have but I think I learned new skills with referencing and paraphrasing. I managed to type in the search bar keywords that would take me back to the websites. I think that referencing as I write will be a better option for future assignments. In a way, I think that losing the websites gave me more of an idea of what I wanted to put in my written work.

Analysis

I thought at the time that I was following my plan and that I was doing well. The reason for my plan was to be able to follow it as a step-by-step guide and get it organised faster. I don't think I will be making that mistake again. After researching Borton's Model of reflection I could organise my thoughts into three sections. What happened, what does this mean and what now? (Debell, 2018). This model allowed me to take a step back and assess my situation. What happened: I did not collect my references and wasted a lot of time. What does this mean: I can not use any work that I have written because I cannot reference the work. If I cannot reference the work, then it would be plagiarism. What now: I must take extra time to go back over my work, retrace my steps online, and write down each reference as I go until I've covered all the points in my assignment.

Conclusion I have learned that my assignment plans are there for a reason and that I should keep looking back on them regularly. It is better to take five minutes to look over the work plan than to take hours to find the references again. Even though I had written 'references' in bold writing, I think I may need to use different colours to make the words stand out more. That way I will never miss them.

Action plan

For each assignment that I get, I will write down a work plan in multi-coloured and follow it. I will take time out to look over the work plan regularly and read through it properly. Taking the time out to do this will save time and avoid time-consuming mistakes. I will also learn to reference as I go. I will never lose any websites with important information by referencing them as I go. I may also save time by working like this. I have learned from this mistake. Learning how to reference as I go is a new skill for me and I will use this method of working for all my assignments.

Task 2 – Personal Development Plan

Student Name		Student Number	Module	Code
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What goals do I want to achieve?	How will I measure my progress?	What resources or support will I need?	How is the objective relevant to my personal aspirations?	What is the timeframe for the achievement of my goals?
Specific	Measurable	Achievable	Relevant	Timebound
The goals that I want to achieve this year are to learn to communicate better, organise my time, learn to reference correctly and learn to research. My anxiety holds me back from communicating properly, this is something that I am working on. According to Cunic (2021), I need to practice communication and I need to be patient with myself. I would like to be organised with my time to be able to study and write my assignments so that it is not rushed, and I don't	I have already set up my timetable for studying and writing my assignments. Every day I try to start a conversation with someone, this will help my communication skills (Mind, 2023). The progress is slow as I really need to work myself up for it, I think once I get to the point of not being worked up every time then I will have succeeded. When it comes to referencing, I think I will try to refer to the online resources less each time, until I'm able to do it without checking.	I have been online to find tips on how to communicate when you have anxiety. I have always suffered from anxiety, so I'm trying to find ways to cope with it. I am looking at the 5 5 5 methods right now to see if that will help me. The 5 5 5 method says that I need to take a deep breath for five seconds, hold my breath for five seconds and then breathe out for five seconds (Marks, 2021) to see if that would help me. There are a lot of websites that offer help, it's just a case	I am hoping that with each assignment my marks will get better. If I research and use my time wisely, I will be able to finish my assignments on time. If I continue to improve my communication I will become a better public service professional in the future, I must be able to communicate with people to be able to make a difference and help people (College of Policing, 2021). I would like to be able to reference without looking at guidelines, I think that would be a personal achievement. Being able	There is no timeframe for my communication or organisation. I think this will be ongoing, but I do think I will get better as time goes on. I am determined to keep it going as I think it will definitely help in my future. Regarding the timeframe for the referencing and research, I hope I will achieve this by the end of the year, so when I start my second year I will already know how to reference correctly and how to research efficiently. If I can't achieve it by the end of

panic or get overwhelmed. It is easy to get distracted (Butler, 2022). Learning to reference is important and I have been looking at the Harvard referencing online, hopefully, I will get to the point where I don't need to keep looking at how to reference as I would have learned it off by heart. I will need to learn how to research better and use credible sources.	When I research, I am trying to use credible sources, and not use websites like Wikipedia. So many people have access to Wikipedia, and they can edit it without doing any research or fact-checking. This means that it is unreliable (Mercer, 2018).	of finding the right one for me. I have already stated my timetable which will help me organise my time to research and write my assignments, I'm trying to stick to it. According to Rosesmith (2020), it is easy to become distracted and overwhelmed when you start university, because of the new people you meet and the amount of work you need to do.	to reference is an important academic tool, this will make sure that I give credit to the original author and by referencing correctly I will not plagiarise any work (University of Reading, 2023).	the year, then I will start the second year with the same frame of mind and methods.

Reference list

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