



Prifysgol Cymru

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- STUDENT NUMBER: 2018240
- MODULE: ACADEMIC AND EMPLOYABILITY SKILLS
- MODULE CODE: BMSW4001_LON
- LECTURER: ANITA NAN

OVERVIEW

TIME MANAGEMENT

PERSONAL DEVELOPMENT
PLAN(PDP)

REFLECTIVE WRITING

TIME MANAGEMENT

- Time management is the process of organizing and planning how to divide your time between specific activities.

- **TIME MANAGEMENT SKILLS:**

- ❖ Goal setting.
- ❖ Multitasking.
- ❖ Problem solving.
- ❖ Strategic thinking.

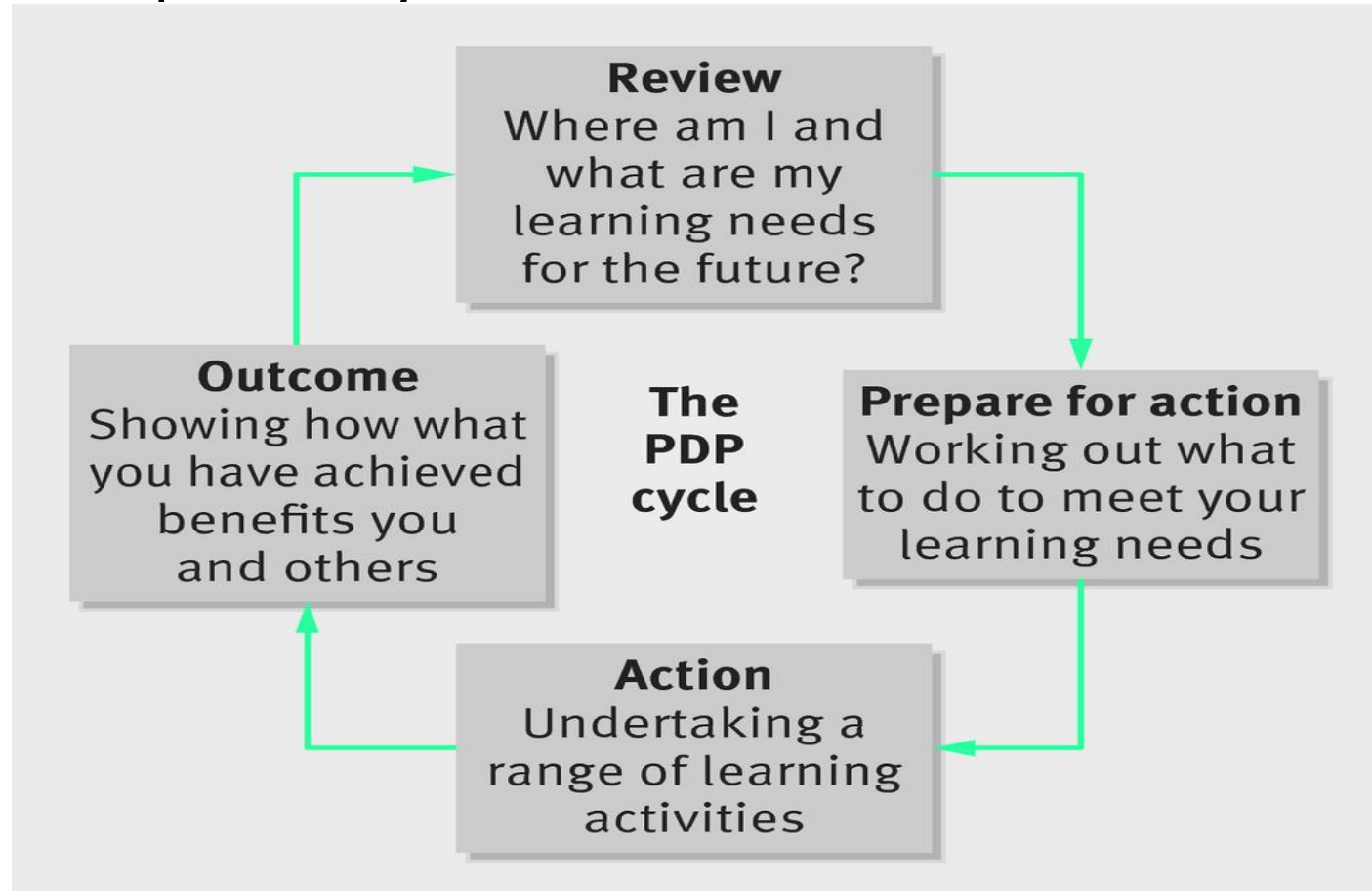
The Priority Matrix

(Eisenhower Matrix)

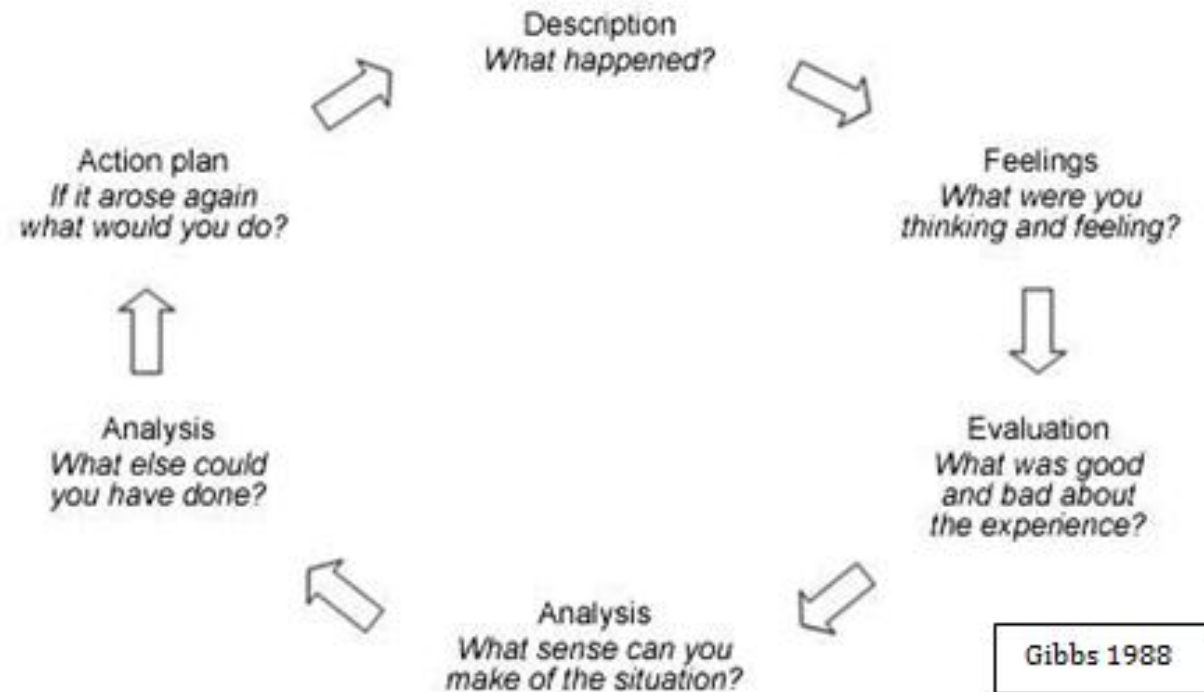


PERSONAL DEVELOPMENT PLAN (PDP)

- **Personal Development Plan**, also known as a **PDP**, is a documented **plan** that outlines your goals, what strengths you already have in those areas, what you need to change to achieve those goals, and what skills you need to improve in your areas of weakness.



REFLECTIVE WRITING



- Reflective writing is an analytical practice in which the writer describes a real or imaginary scene, event, interaction, passing thought, or memory and adds a personal reflection on its meaning.



SWOT ANALYSIS

- SWOT analysis is a strategic planning technique used to help a person or organization identify strengths, weaknesses, opportunities, and threats related to business competition or project planning

PERSONAL SWOT ANALYSIS

- ❖ LEADERSHIP AND MANAGEMENT
- ❖ COMMUNICATION SKILLS
- ❖ TEAM WORKING



- ❖ TIME MANAGEMENT
- ❖ PROBLEM SOLVING AND DECISION MAKING
- ❖ PERSONAL MASTERY



THANK YOU