Personal development plan

Task1- Reflection

In order to create a development plan for myself and further my skills I must first reflect on my past experiences where I may have failed or been somewhat unsatisfactory to my own standards. I believe that an area in particular where I have come up short is my own time management and educational attendance. I have been unsuccessful in managing my time effectively and it has therefore affected my ability to attend lectures and workshops that aid me in my education. Another area I can have been unsuccessful in is my interaction and productivity with others. As a result of my lack of time management skills affecting my attendance I have interacted less than most with my fellow students and lectures. Throughout my first term of university I believe that I failed to use the full extent of my planning and organizing skills as well as personal effectiveness.

At the time I had a multitude of personal problems within my own life which led me to mistakenly arrange my time in a way that was not for my own educational benefit. I distinctly remember a clear feeling of being overwhelmed not just by my educational commitments but personal issues as well. In addition to this when I did eventually begin to manage my time better and see my commitments for what they were a responsibility I then found it quite difficult to fit back into my lectures and workshops as a result of anxiousness when interacting with my fellow students as I allowed myself to fall behind due to a lack of time management skills. I put my assignments and readings secondary to my personal oldies without realizing which led to an overwhelming feeling of anxiety and worry about deadlines. However I then felt a sense of relief when I finally managed to arrange my time in a beneficial way to my education and commitments, not to say that my attendance has drastically improved but I am now on a path where I can see improvements being made gradually, therefore I feel satisfied that I decided to put in the work.

Evaluation

I believe that if I manage to regularly attending a minimum goal of lectures I had previously set for myself I was able to maintain that commitment well and I am now able to meet most of my deadlines put in place with a good understanding which was something I didn't think was achievable for myself due to my lack of attendance. The fact that during term one my attendance was such an issue that it caused me to have to resit the assignments and exams from them motivated myself to impact my time management skills. I do still need to make some key changes such as improving my own work ethic and attitude towards deadlines in terms of meeting them. I have assumed that my issues last year were a result of my inefficiency when it comes down to compartmentalizing and facing one problem at a time.

Analysis

My situation has recently improved due to many factors such as my own dedication in combination with steady communication with my lectures as well as fear as a motivator for myself to improve on my attendance, time management, personal effectiveness and organizing

and planning skills. I have completed research and have found that low attendance in university students is mainly due to “the struggles of adjusting to university, such as dealing with homesickness and anxiety.”1(think student editor, is attendance mandatory at university?,*linked in,*sept 27th 2022)

Conclusion

Note that I have made some key improvements to my scheduling process and time management skills. I need to find a dependable way to continue these good habits. I have learned that in order to manage my time adequately I must organize my priorities and commitments in order of most important to least. Mostly I can say that I have learned the significance of attending my lectures when it comes to my own educational progression and the meeting of deadlines. “Postponing work doesn’t seem disastrous, at first. But because we tend to underestimate how long it will take to complete a task.”2(Harvard business review,Kristi DePaul, *this is why you keep missing deadlines,*Jan 4th,2022) Therefore I have learned that delaying assignments only puts more stress and pressure on myself to complete them on time.

Action plan

I now plan to firstly schedule myself days to meet the assignment requirements well before the deadlines leaving time to attend my lectures consecutively which will then prevent the feelings of anxiousness and stress. If I complete a daily planner this will allow me to reflect on a day to day basis opposed to cramming before deadlines. “This has been proven to increase stress levels, and can lead to panic and anxiety, making it a lot harder to take in information.” 3(QS top universities,Chloe lane,*does cramming for your exams actually work?*, Oct 4th, 2022)

Reference list

1-think student editor, is attendance mandatory at university?,*linked in,*sept 27th 2022
2-Harvard business review,Kristi DePaul, *this is why you keep missing deadlines,*Jan 4th,2022
3-QS top universities,Chloe lane,*does cramming for your exams actually work?*, Oct 4th, 2022

Task2 - Personal development plan

Student name - Sophie Evans	student number -2204080	module - learning in the digital era	code - BMPL4007 BMPS4009	
what goals do you 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 time frame for the achievements of my goals
specific	measurable	Achievable	relevant	time bound
personally I	I plan to	in order to	learning to	I plan to have

would like to be able to maintain 95% attendance to all lectures and university related activities.”Announcing rewards for fair and consistent good behavior will increase student attendance and achievement”(10 ways to improve attendance,Mary clotida,*createix campus,*Feb 25th, 2022 As well as that I aim to work on my communication skills with others as the more interaction I have with my fellow peers the less anxiety I feel when attending lectures Lastly I have maintained the goal of meeting all deadlines for my course until I graduate from university.	measure my progress in attendance by reflecting weekly via the university hub app which will then allow for me to get regular updates I will measure the improvement of my communication skills on a satisfactory basis meaning when I feel I have done well in interacting with others I will order myself a reward Lastly I will be able to measure the deadlines I met by looking at how I have been graded for them.	achieve this goal I will implement a day planner allowing me to reflect daily As well as this I will be seeking the help off professionals where my own anxiety is concerned and then take their advice to further my communication skills I will begin to turn to my peers for advice when I come to assignments and deadlines as I feel their input would benefit me as mine would theirs.	organize my properties with not just help to improve my attendance but also later on in life. This is because I plan to pursue a career in policing. Being able to communicate effectively with others is a key aspect of being a police officer therefore I need to improve my skills now at an age where learning new skills isn’t difficult. Police officers are always dealing with deadlines saved so the sooner I am capable of organizing my time in a way where my deadlines will always be met the better equipped I will be in my future career.	95%attendance at university by the beginning of next year as we go into summer holidays now. At the beginning of September is when I plan to fully go for my goal. I plan to begin learning new communication skills as soon as possible I will consult my close friends first as it may take time to get a professional opinion. The improvements in the meeting of deadlines in my life will begin immediately i I plan to always have a list of organized priorities.