

Individual Recording Assignment 2 - Grace Easter Devina Marpaung (25090128)

AI Acknowledgement:

Research: I used Gemini to brainstorm and support my research

Link to the Video:

<https://drive.google.com/file/d/1i802bkdjGagy5MxLzpCFmkKIKZ-ZxZjQ/view?usp=sharing>

Script:

Opening:

Hello everyone, my name is Grace Easter and today I'm going to present my Personal Development Plan.

Slide 1:

So the main goal for my PDP to achieve academic success is to develop effective time management skills for completing my tasks and assignments

Slide 2:

The reason and motivation behind my desire to develop my time management skills come from my habit of piling up tasks and only starting them as the deadline approaches. Consequently, the assignments and tasks I complete lack the necessary analysis, critical thinking, and maximum effort. That is why to achieve academic success, I need to learn how to manage my time effectively so I can complete all my assignments without causing myself unnecessary stress because I only started working on it at the last minute.

Slide 3:

To make it easier to achieve my main goal, I use criteria based on the SMART framework. So for specific criteria, I will start working on assignments early and submit all assignments one day (24 hours) before the deadline. For measurable, I will use the 7+8+9 rule, which is 7 hours of sleep, 8 hours of studying or working on assignments, and 9 hours for personal life (Rahman, 2025) and because studying can be 5-6 hours per day, I will spend 2-3 hours doing my assignments every day. For achievable criteria, I will break my tasks and priorities into four quadrants to classify the tasks as being important or urgent (Olayiwola, 2025). And then, I will conduct a self-reflection using a SWOT analysis to make my goal more relevant. Finally, the deadline for this system will be implemented starting from the beginning of the upcoming semester.

Slide 4:

So like I said before, for achievable criteria, I will use the Time Management Matrix to classify all my activities into four quadrants. So the activities that are urgent and important to do first are assignments that have deadlines. Activities that are important but do not need to be done immediately include seeking various new opportunities, planning for future activities, and rest. Next, activities that are urgent but not particularly important include all meetings, phone calls, and chat notifications received. Finally, activities that are neither

important nor urgent at all include scrolling through social media and viewing distracting entertainment.

Slide 5:

To make my goals more relevant, I use the SWOT framework for self-reflection. My strengths include a willingness to learn new things, the ability to quickly grasp concepts when taught, and a desire to achieve good grades. My weaknesses are that I am easily distracted and lose focus, struggle to set priorities, and often put off work until the last minute. The opportunities available to me include plenty of free time due to a relatively light course schedule, as well as access to various articles and time-management tips that I can study. And finally, the threats I face include poor assignment grades, resulting from a lack of critical thinking due to last-minute work, as well as health issues arising from insufficient sleep and stress.

Slide 6:

Therefore, my future plan is that I will strive to start my assignments early and prioritize them by working on them for at least three hours each day throughout the week, aiming to submit them 24 hours before the deadline. And to help me achieve these goals, the specific actions I will take are:

1. Getting enough sleep
2. Categorizing tasks based on priority
3. Blocking out distractions
4. Avoiding multitasking by focusing on a single task and moving on to the next only after completing it.

References

Olayiwola, S. O. (2025). Time management matrix for effective instructional leadership.

International Journal of Educational Management, 23(2), 176–185.

<https://ijem.org.ng/index.php/ijem/article/view/391>

Rahman, M. T. (2025, August 18). *Time is the one resource we all get equally. in today's*

fast-paced world, most professionals, leaders, and students struggle with the same

challenge: How do i manage my 24 hours better? How we allocate those hours determines our health, career growth, and overall happiness. LinkedInEditors.

<https://www.linkedin.com/pulse/789-rule-practical-guide-balance-productivity-mohammad-taibur-rahman-f88gc>