

Video Script for Assessment 2 :

Hello, I'm Harshini. Through this video, I will share my Personal Development Plan to develop time management skills. Let's jump strength into the video.

Why did I created this plan?

I still see myself as an amature when it comes to time management because until this year I did not come up with a time management plan to implement and follow through when I wanted to finish tasks before the deadline. I'm now eager to change the way I handle tasks and my time as I want to see a transformation that could aid in becoming my ideal self.

Here is my personal development plan:

Let's say I'm in my new academic semester. and the lecturers are introducing the assignments and mentioning the deadline. Instead of acting on instincts and saying "I'll start doing the module assignments I will plan out the entire process according to specific dates and time.

How it will look like:

For example, let's say I have a report to write, I will structure the assignment into small sections like:

Day 1: Find and read relevant sources

Day 2: Write the introduction...

1.Create a calendar On Google Calendar

-write down all the due dates of assignments, classes, exams

-write down study time and assignment time

2.Dedicate a book solely for writing down daily to-do lists including academic tasks and personal daily tasks and chores to make sure everything is completed and nothing is left out.

3.Train myself into Deep Focus when doing tasks and also switch my phone into Focus Mode.

Video Script

Presentation NO.

Date

Hello, I'm Ithshini. Through this video I will share my Personal Development Plan. Let's jump straight into the video.

To develop time management skills

Why did I create this plan?

I still see myself as an amateur when it comes to time management because ^{even} until this year I did not come up with a time management plan to implement and follow through when I wanted to finish tasks before the deadline.

I'm now eager to change the way I handle tasks and my time as I want to see a transformation that could aid in becoming my ideal self.

Here is my personal development plan:

① ABCDE method - this method is used to categorise tasks based on its prioritisation.

A = Very Important, B = important, C = nice to do, D = delegate, E = Eliminate

Now I will apply it for my academic endeavours:

For each day, I will write down all the tasks I should do

① Understand how I actually spend my time → make a report

What time of day I will be most productive - from afternoon to night.

Where will I spend most of my time and eliminate them or reduce them.

- Identify the tasks to complete

① Building a habit of writing down monthly and weekly and daily goals and plan my schedule accordingly.

Let's say I'm in my new academic semester. and the lecturers

are introducing the assignments and mentioning the deadline.

Instead of acting on impulse and saying "I'll start doing this module's assignments, I will plan out the entire process according to specific dates & time.

How it will look like:

- For example, let's say I have a report to write. I will structure the assignment into small sections like: Day 1: Find and read relevant sources

Day 2: Write the introduction, Day 3:

- let's say I have to write a report

- | Day | NO | Date | Task |
|---------|----|----------|---|
| Day 1 | 1 | | Find and Read relevant sources |
| Day 2 | 2 | | Introduction (120 words) |
| Day 3 | 3 | | Theoretical Analysis Part 1 (120 words) |
| Day 4 | 4 | | Theoretical Analysis Part 2 (120 words) |
| Day 5 | 5 | | Expressive Art modalities Part 1 (150 words) |
| Day 6 | 6 | | Expressive Art modalities Part 2 (150 words) |
| Day 7 | 7 | | Research evidence Part 1 (200 words) |
| Day 8 | 8 | | Research evidence Part 2 (200 words) |
| Day 9 | 9 | | Developmental considerations Part 1 (150 words) |
| Day 10 | 10 | | Developmental considerations Part 2 (150 words) |
| Day 11 | 11 | | Conclusion |
| Day 12 | 12 | | Correcting, Formatting, Proofreading |
| * Day 6 | | Saturday | |
| * Day 7 | | Sunday | |

① Create a calendar → On Google Calendar

- All the due dates of assignments, classes, exams
- Write down study time and assignment time

② Dedicate a book solely for writing down daily to-do lists including academic tasks and personal daily tasks and chores to make sure everything is completed and nothing is left out.

③ Train myself into Deep-Focus when doing tasks and also switch my phone into focus mode.

When I have class at morning

Honestly, I still see myself as an amateur when it comes to time management as I did not come up with time management plan until this year. Now, I'm eager to change the way I handle my tasks and my time as I want to avoid procrastination, be more responsible with time and become better at handling tasks and projects.

This is the outline for my time management plan, as you can see, first one - I create a calendar, then have a notebook dedicated to write down to-do lists and schedule them, then practise having undivided focus and lastly allocate specific time for enjoyment.

→ I will create a calendar and note down the important dates which includes classes, assignment due dates and exams. This will be an important habit as it helps to quickly check and be reminded on those important dates as it also helps me to remain on track and avoid realising that I have tasks at the last minute.

→ I will have a dedicated notebook to write down to-do lists and I would break tasks into smaller sections and schedule them on specific date and time.

→ Why this is important? - Because it helps to have clear goals on what to do and how much to do in a specific time frame which then helps me to be more efficient in managing daily routines.

→ Then, I will practise having undivided focus by developing the discipline to focus on tasks without wasting time using my phone.

→ And I will make a habit of turning on 'Focus mode' in my phone which helps to temporarily block unnecessary notifications while I am working on my assignments or studying.

→ And this will help me to reduce wasting time and complete tasks within time.

→ Lastly, I will allocate specific time to do activities which I find enjoyable as watching TV, listening to music and scrolling through social media as it will help control impulses and can negotiate my mind that I can have fun later if I finish the tasks now.

development

After successfully following this plan, I can be certain that I will be able to remember important dates, be clear on how I'm going to spend the whole day, finish the assignments on time and then eventually be more productive and procrastinate less. That's all from me, Thank You for listening.