



P E R S O N A L

Development

plan &

S M A R T

Goals

Link to audio

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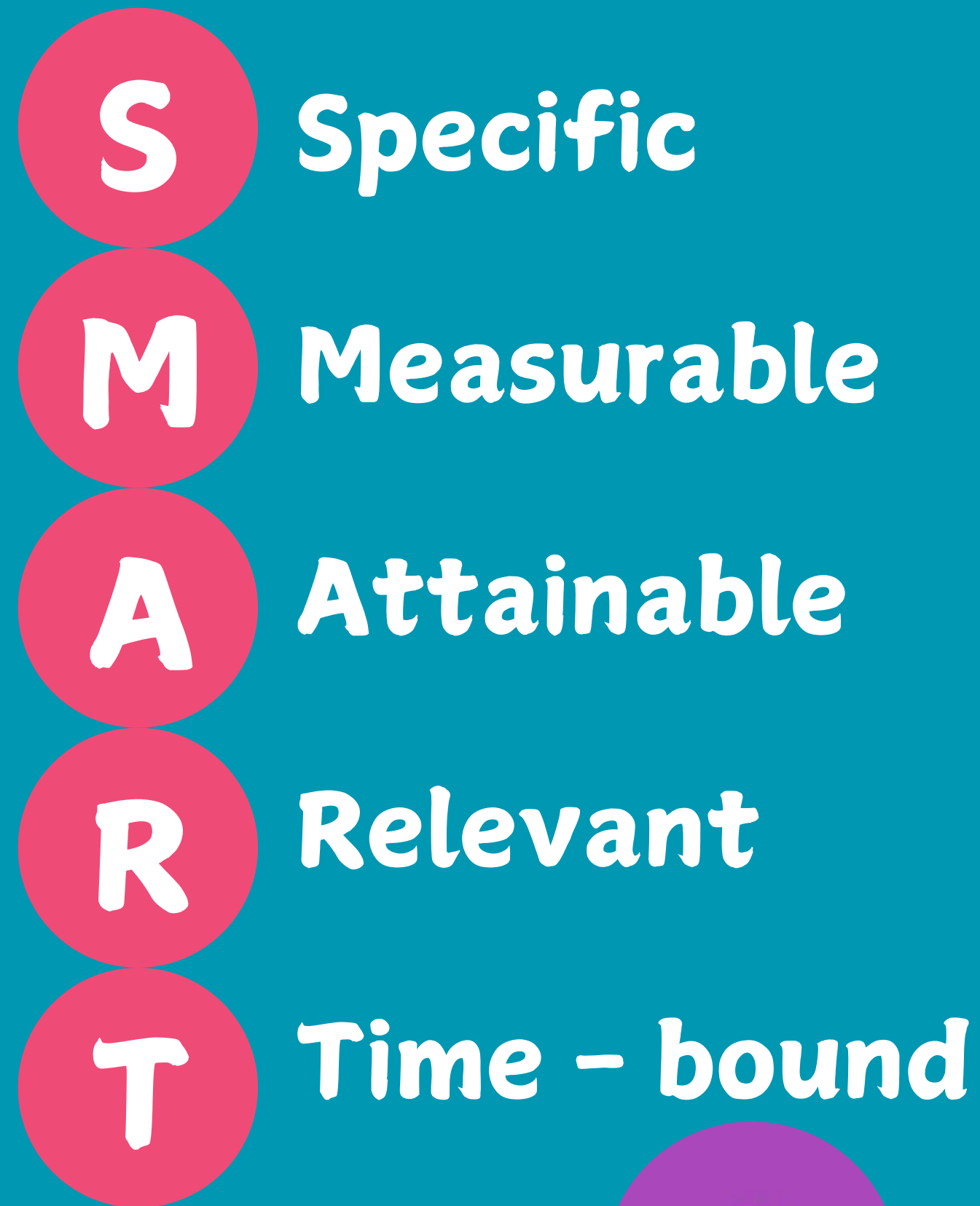
Introduction

- **Hi, my name is Sophia.**
- **I am in my first year of university studying psychology and counselling.**
- **In my daily life, I am constantly working toward my own self-growth.**
- **I will be discussing my personal development plan using the SMART framework.**



What are SMART Goals?

- **Objective principles for setting clear goals with specific steps to track progress.**
- **It focuses upon setting goals that can be successfully achieved so that the person does not face drawbacks due to prior commitments, etc.**
- **It can help to prioritise what areas of skills people want to improve on and can promote self-reflection in all areas of life, including long-term aspirations.**



(Marquez, 2023)





Specific

I have struggled to complete assignments on time, and this has impacted my grades. Effectively allocating time to each assignment will be key to enhancing my time management skills. I would like to improve on this skill by the end of the academic term.





Measurable

I will set aside time to see how long I can focus on assignments each night and measure this. I will keep track of my assignment progress and hours worked in my study planner. By using this method, I will be able to identify if I am keeping up with my schedule.





Attainable

I will work on assignments two hours a night and take breaks according to the Pomodoro technique. This is a realistic goal because I am able to fit this into my daily schedule.

I will use an app called 'Flora' to increase productivity, block notifications, and track my hours worked.



Relevant

I am setting this goal because it will impact my grades. Reaching this goal now will help me succeed professionally in the future and better myself now. This goal helps me to increase motivation and manage my time better.



Time-bound

I will start this goal when I get my forthcoming assignments set and finish it by the spring term. I will reflect on this weekly by using my study planner to stay organised and mark off achievements when I have finished an assignment. Also, I will identify any drawbacks that are affecting my progress if required.



(University of California, 2016)

What is a Personal Development Plan (PDP) ?

- **Set personal goals that you plan to achieve.**
- **Breaks your goals down into steps to keep on track with the targets you have set.**
- **Supports overall wellbeing as it brings a sense of security and motivation to personal goals (Martinelli, 2023)**



Personal Development Plan

What do I want/need to learn? (Specific & Relevant)	What will I do to achieve this? (Specific)	What resources or support will I need? (Achievable)	What will my success criteria be? (Mesurable)	Target dates for review and completion (Time bound)
Improve time management skills to keep up-to-date with assignments.	1. Meet with my academic mentor weekly to talk about work I have due and any issues surrounding it. 2. Sign up for a time management workshop to learn about how to prioritise time effectively. 3. Create a realistic schedule that I am able to stick to.	• Access networking applications, including Teams to liaise with others. • Use Google Calendar to organise tasks.	Complete eighty percent of the assignment work planned. I will measure this progress by using Google Calendar and plan progressing steps to tick off weekly and refer to my schedule.	I will review my progress weekly to keep on top of the assignments due.



Conclusion

- **Stated the PDP alongside the SMART framework.**
- **Focused on time management skills, including procrastination management and workload planning.**
- **Realistic and achievable goals.**
- **Effective skills to apply to future endeavours.**

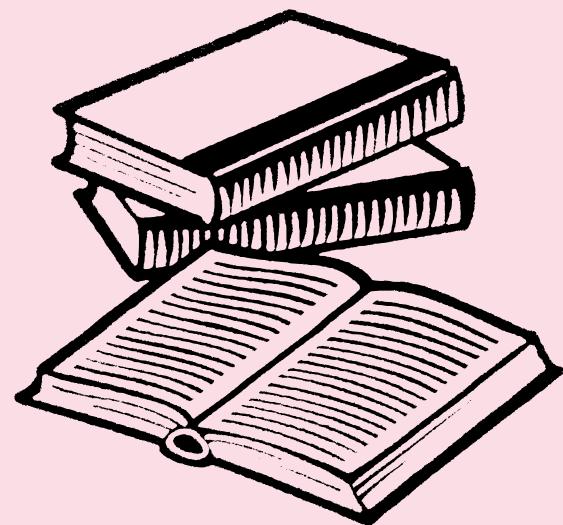


References

Marquez , D. (2023, January 17). *Stellar Select Ltd.* Stellar Select.
<https://www.stellarselect.co.uk/what-are-smart-goals/>

University of California. (2016). *SMART Goals: a How to Guide*. University of California.
https://www.ucop.edu/local-human-resources/_files/performance-appraisal/How+to+write+SMART+Goals+v2.pdf

Martinelli, K. (2023, January 5). *A Personal Development Plan (PDP) Guide & Template*. The Hub | High Speed Training; High Speed Training. <https://www.highspeedtraining.co.uk/hub/personal-development-plan-template/>



Script

- **Slide 2: Hi, my name is Sophia. I'm currently in my first year of university studying psychology and counselling. I aspire to be the best version of myself. I am always keen on upgrading to provide me with a range of skills prior to my journey at university and post-graduation. Therefore, in my presentation I will be discussing my personal development plan using the SMART framework to recognise key areas of development.**
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- **Slide 3: So what are smart goals? They are objective principles for setting clear goals, with specific steps to track progress to keep the motivation up and be achieved along prior commitments. Also, it can help to prioritise what areas of skills people want to improve on and can promote self-reflection in all areas of life, including long-term aspirations in career, leisure time, etc. The acronyms are specific (set clear goals), measurable (how the goal is going to be tracked), attainable (rational commitments that can be fulfilled), realistic (how achieving the goal will fit into prior commitments), and time-bound (providing an excess amount of life to reduce drawbacks).**
- **Slide 6: The Pomodoro technique involves working for twenty-five minutes and then taking short breaks. This is effective to boost productivity. Also, the 'Flora' app improves focus by blocking out notifications, and it uses motivating factors, including growing real trees.**

- **Slide 10 – I have highlighted that I want to learn time management skills specifically, keeping up-to-date with assignments. The steps I will take to achieve this is by meeting with my academic tutor weekly to talk about work I have due, and any issues surrounding it. Also, I will sign up to a time management workshop, to learn about how to prioritise time effectively. I will create a realistic schedule that I am able to stick to. The resources I will need to achieve this would be the access to networking applications. I will also use Google calendar to organise tasks effectively. My success criteria will involve completing eighty percent of assignment work planned in that week interval. I will measure this by using Google Calendar, and plan progressing steps to tick off weekly. Finally, I will review my progress weekly to keep on-top of the assignments due.**
- **Slide 11: To sum up, I have stated my personal development plan alongside the SMART framework, focusing on developing my time management skills. More specifically, I looked into organising time and procrastination reduction. I will do this by reflecting weekly, using calendars, and engaging with web applications to further my effectiveness. All of my goals set have been realistic, and so I am optimistic about my development of future attributes, and how they will benefit me in the future. I appreciate you taking the time to listen to me today.**