

Create a personal development plan

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1. *Set clear goals*

Setting goals gives you a sense of direction. You can work on motivation but if you're not clear on what you are working for, you might as well be spinning the wheel. Clear goals helps you gain clarity on what you are working for, in the near and far future.

Questions to consider:

- What do I want to achieve?
- If I could put all my effort into something, what would it be?
- What am I working towards?

Examples of clear goals

1. I want to write a book on productivity in one year
2. I want that promotion to product manager on the next review
3. I want to publish an article a week for my blog
4. I want to improve my relationship with my parents
5. I want to maintain my current weight/lose 5 kg in 3 months

<i>Goal</i>	<i>Description</i>
1.	
2.	
3.	
4.	
5.	

2. Identify the target areas to help you achieve your goals

Identify the areas you need to develop so as to achieve each specific goal. These detailed short term goals helps you come up with strategies on how to achieve each of your goals. It breaks down the goals into bite sized portions.

Example of a clear goal:

- I want to write a book on productivity in 1 year

Examples of action plans

- I will improve time management so that I get productive enough to finish a book that I started writing.
- This means my target will be to write 1,000 words a day for 4 days a week.
- I will also be reading books and listening to materials that will contribute to the topic I'm writing about.
- I will also make sure I motivate myself each morning to write my 1000 words before I get to my other activities.

Insert your goals and action steps here:

Goal	Action steps
1.	a. Step 1 b. Step 2 c. Step 3
2.	a. Step 1 b. Step 2 c. Step 3
3.	a. Step 1 b. Step 2 c. Step 3
4.	a. Step 1 b. Step 2 c. Step 3
5.	a. Step 1 b. Step 2 c. Step 3

3. Conduct a personal SWOT analysis

Literally write down your strengths, weaknesses, opportunities and threats

Example of a personal SWOT analysis?

Strengths I am creative	Weaknesses I not a very good communicator
Opportunities I have the chance to take up a personal development course at work	Threats Some of my skills in this area could soon be obsolete. If I don't work on them I will lag behind at work

Questions to consider when making a personal SWOT analysis

A SWOT analysis helps you tailor your personal development plan from a point of understanding. So you are a creative person, how can you use this to achieve your goals? You are not a very good communicator and yet one of your goals is to improve your relationship with your parents. How can you do this? There is an opportunity to take up a course that can be useful for you at work, should you take advantage of this? One of your most important skill could become obsolete, how can you improve your skills so that you are still relevant at work? Does that mean one of your goals could be learning a new skill? Which skill should you learn and how should you go about it?

Create your own SWOT Analysis below:

Strengths	Weaknesses
Opportunities	Threats

4. Understand your strengths and limitations

It's good to know your strengths and limitations and create plans that are realistic. A SWOT analysis as above can help you know where your strengths lie and work in ways that utilise these strengths.

Example of strengths and limitations

Some people are productive late at night while others are productive early in the morning (like myself). While I may set my target to be jog 3 miles in the morning and write 1000 words before I do anyone else, a night owl might find this unrealistic.

If you are a night owl, and prefer to work out in the evening and write when everyone has gone to sleep and sleep in.

Know your strengths and limitations and adjust your goals accordingly.

Strength/weakness/opportunity/threat	How to utilize it/what to do about it
Strengths	•
Weaknesses	•
Opportunities	•
Threats	•

5. *Form good habits*

If you develop habits centered around your goals, and stick to them, they become part of your life. At first, you may struggle to stick to your personal development plan. However, if you commit to it, you can develop good habits and if you stick to them they can improve the overall quality of your life.

For example, if you make a habit of jogging 3 miles every morning, then writing 1000 words every morning, you will find yourself doing this as if on autopilot mode.

You'll automatically wake up, (have coffee), dress up and get out for your jog. Come back, (shower and breakfast), then sit at your computer and spew out 1000 words. When you make this a habit, you will find yourself thinking about what you are going to write during your jog.

How to create good habits

Make a list of habits you need to foster and those you need to stop. Work on improving the good habits and letting go of the bad ones.

Habits to foster	Habits to stop
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

List all the habits however small.

Example:

I need to start stretching exercises in the morning

I need to stop scrolling social media first thing in the morning

6. Measure progress and adjust accordingly

Depending on the timelines you have set, you can measure progress and see where you have achieved and where you have fallen short.

At the end of the month for example, you can evaluate how many words you wrote, how many days a week you worked on your jogging.

The more you are onto something, the better you get at it. Soon, 1000 words will seem so easy that you'll want to go to 1500 words.

3 miles jog will seem easy that you'll want to add a km onto that.

By the time you have mastered a certain area of personal development, you may need to improve a different area. As a result, this may call for an all new personal development plan for a different area of your life.

Write down what is working (accomplishments) and what you need to improve to get you closer to your goals.

Goal	Achievements so far	Challenges	What to improve
Goal 1.			
Goal 2.			
Goal 3.			