

Activity | Final Assignment

1) Introduction

The final assignment is worth 40% of your final grade and is mandatory if you want to successfully complete the course.

You must complete this exercise per the instructions below and then submit it, along with a brief report, to your buddy. Your buddy will receive an email notification and will be asked to review your assignment and your report and confirm that it has been completed according to the instructions.

Make sure you discuss any issues with your buddy and/or ask me or your peers in the study group to see if we can help!

2) Assignment Instructions

For this final assignment, the ultimate goal is to come up with a plan to achieve real impact in your work.

SECTION 1

Please start by downloading and completing all the sections of the [Personal Development Plan Template](#) as they apply to your work. If you had already done this in the activities for lessons 1 and 2, please retrieve it and review those sections. Are there any changes that you need to make to either your personal mission or work objectives? **You will need to attach the filled-in Personal Development Plan Template when you are submitting your final assignment to your buddy.**

SECTION 2

Now that you know your personal and organisation's mission and have aligned your work objectives with both of them, this section requires you to set 10 SMART goals that will drive you to achieve this mission and your objectives for the year. If you are unsure about how to go about this, please revisit the lesson on "Setting SMART goals". Please save these goals in the downloadable [Goal Planner Tool](#) available in the resources section. **You will need to attach this as well when you are submitting your final assignment to your buddy.**

SECTION 3

This last section involves developing a plan to implement and track the 10 SMART goals you set in section 2 above. For each goal, make sure you break them down into mini-tasks with clear timelines and resources needed to achieve them. The [Planning Template \(Gantt Chart\)](#) will help you come up with this plan. **Please download this from the resources section, fill it in and attach it when you are submitting the final assignment to your buddy.**

That's it! Congratulations on developing a plan to achieve both your personal and work objectives for the year. Keep reviewing this as you implement each goal and adjust when necessary. Repeat this process every year or within a timeline that works for you. By doing this, you will successfully build your career and become more effective in both your personal and work life.

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3) Assignment Report and Submission

Before you submit your assignment to your buddy for review, please take a few minutes to reflect on the process you have undergone and what you've learnt throughout the activities and assignments. It's important that you report this to your buddy so they can gauge your learning journey and account for your progress to date.

You will now prepare a very short statement for your buddy on what you've learned. Please write the following in the 'Message Box' when you get to assignment submission.

Explain in your own words (two lines max) your understanding of the following concepts:

- ▶ Personal and organisational mission
- ▶ Work objectives
- ▶ SMART Goals

Your buddy should be able to understand each of the above concepts easily. Explain it to them the way you would do it to a person who has not gone through this course.

And most importantly, tell your buddy about what you plan to do next to ensure continued improvement – how often will you review and update your 'roadmap to success'?

When you're ready, attach your assignment and click....SUBMIT! We'll clear the assignment with your buddy and then issue you a certificate if you are successful. Make sure to follow up with your buddy and make sure they have received and approved your assignment!

*** Once you are done with the assignment, please download it and submit it using the next tab called **Submit Assignment**. Please note that you can also record your responses as you go through the assignment and upload the audio file once done or write down your responses on a piece of paper, take a photo of it and upload it as your submission.**

Congratulations!

Well done on completing the core components of the course!

This is a great milestone towards becoming more effective at work. Please apply the skills you've learnt to your day-to-day activities and notice the difference! You can always refer to this course and our toolkits whenever you are unsure of any of the key elements of goal setting..

We hope to see you in our next course!

AMI team