# **Personal Development Plan**

**SWOT Analysis**

* My unique ability is to think strategically.
* Ability to adapt with uncertain situations
* Good Time Management

STRENGTHS

* Poor Anger Management
* Impatience
* Bad Habit Addiction
* Easily get distracted and lose focus

WEAKNESS

* Gain study materials from online websites
* Organize Group study with supportive friends to learn together
* Joins academic activities to increase knowledge

OPPORTUNITY

* Personal Financial situation might become a reason for me to stop continuing my academic achievements.
* Lack of support from family to proceed with desired education.

THREATS

**Goals**

* My goal is to finish my Foundation in SEGI(KL).
* My goal is to continue my higher studies further in near future.

**Objectives**

* To submit all given assignments within the deadline.
* To revise and prepare well for upcoming semester exams.

##### **Knowledge & Information Management**

1. **Structure & Justification of Repository**

**(Google Drive)**

As for my cloud repository method I had emphasizes the usages of Google Drive to store my personal and profession related documents and other files as it is a free online tool to save your content online. Google Drive is a centralized storing location where we could keep and access our uploaded material through a desktop, website, and from the compatible application which can be installed in our mobile devices. Moreover, Google drive has many great features such as document synchronizations which syncs documents that were uploaded in different platform in one main file path and can shared to even different operating system`s devices. Apart from it, Google Drive give the users access to some web-based application such as Google Docs to create typing documents, spreadsheet file along with presentations slides which can be saved offline or online. In addition, users were also given 15 Gigabytes of free cloud repository space to store editable and non-editable files like music, video and compressed files and editable files such as PDF`s, Microsoft Office files and many other text-based files. The reasons I use Google Drive as my primary repository tool is because of its privacy control features. Privacy settings that embedded within Google Drive when sharing file which enables users to restrict access on others to the shared content. Such, users can enable view only option to the shared audience to avoid any editing on the file or only give access to the file with limited number of people which they only they can access it.

1. **Method & Justification of Task Managing**

**(Tick-Tick)**

In this rapidly evolving era, nowadays every person tends to be so busy in delivering the needs of their lives till they don’t spare enough time for themselves. In our daily life, we have limited amount of time to fulfil or to do everything at once which creates limitations to manage the works and tasks such as our work career, academic life, and sleep. As Time is a precious aspect in human`s life cycle we should care to spend it wisely. Apart from it, proper time scheduling has become so important for students as education level raised with it. Based on my method of handling and segregating tasks and work that I have assigned to, I have exploited the benefits of using Tick-Tick task management application to make ease on completing my tasks and scheduling according to the deadlines. Tick-Tick is a fast-growing to-do list applications that provides user with multiple features in every platform including Android, Windows and it is also compatible with Apple products. Moreover, Tick-Tick app has natural language processing feature along with keyboard shortcuts offered in the desktop version which elevate the rapidness to add tasks. Other then that, there is also a personal working session built-in with the app that allows user to create a half hour working assignation without any disturbances as notifications and any alert will be silenced to provide a focused working environment. Habit-Tracking tool that included in this application also helped me in reviewing my diet and exercise commitment as it can track down my fitness activity rate. As a conclusion, I’m very pleased to have Tick-Tick application as my task managing tool as it contains numerous functions for my daily purposes.