**MY PERSONAL DEVELOPMENT PLAN TASK INSTRUCTIONS:**

Read through the 12 small exercises provided below and answer the questions that follow. To complete this Task, please fill the template and email in a Word document format to [CSO-Tasks-LDR@niras.com](mailto:CSO-Tasks-LDR@niras.com).

**When you are ready to submit this Task, please:**

1. Make sure that there is **no sensitive organisational data**in your work. If the Task requires you to discuss aspects of your organisation, create fictional names (e.g., Organisation ABC).
2. Make sure that you **do not include your personal data**, including your full name, anywhere in your Work.
3. **Name the file**as follows “Your ID#FIRSTNAME\_NAMEOFTASK\_LDR” (e.g.,  “01ROSE\_It is happening in your organisation\_LDR”)
4. Attach the file to an email, and send to the support team at [CSO-Tasks-LDR@niras.com](mailto:CSO-Tasks-LDR@niras.com).

**Instruction:**

Work through the following 12 small tasks to develop your individual self-directed learning strategy:

1. **Identify Learning Goals**

Identify what you wish to learn first:

* Describe what is your gap and how you could improve your performance at work
* Justify your need for improvement
* Describe the subject you want to learn
* Describe the learning goals in clear sentences: I want to (verb / what do you want)
* Use action verbs according to the following list:
* Knowledge - enumerate, define, describe, identify, label, list, match, name, outline, recall, recite, recollect, relate, reproduce, select, state
* Comprehension - change, construct, convert, decode, defend, define, describe, distinguish, discriminate, estimate, explain, extend, generalize, give example, illustrate, infer, paraphrase, predict, restate, rewrite, solve, summarize
* Application - apply, change, compute, demonstrate, develop, discover, dramatize, employ, illustrate, interpret, manipulate, modify, operate, organize, predict, prepare, produce, relate, solve, transfer, use
* Analysis - analyze, breakdown, classify, compare, contrast, determine, deduce, diagram, differentiate, distinguish, identify, illustrate, infer, outline, point out, relate, select, separate, subdivide
* Synthesis - categorize, combine, compile, compose, conceive, construct, create, design, devise, establish, explain, formulate, generate, invent, make manage, modify, organize, originate, plan, propose, rearrange, reconstruct, relate, reorganize, revise, rewrite, set up, summarize, tell, write

My current gap is in time management because sometimes I report at work late and I believe when I improve my time management, I will register an improvement in my performance at work.

I need to improve in this area because reporting at work late has been captured in somen of my appraisals at work.

I would like to discover what delays me the most at home and why I constantly report late at work.

I want to change my reporting time from about 9:30 am to 8:00 am.

1. **Find Challenges**

Challenges are not unpleasant. They can be exciting and rewarding. Provided that the challenge is on a problem you care about solving. This may be related to hard or soft skills like budgeting (hard) or conflict management (soft).

Describe the particular challenge in your learning process you want to take, e.g.:

* Something you are not mastering at the moment
* A new challenge imposed on you through your current work.

My challenge is Procrastination where I delay tasks for tomorrow, or the next day which ends up causing me to lose the NOW time and TOMORROW. Because I sometimes delay the tasks, I end up delaying other tasks on tomorrow’s list. This prevents me from following through on what I set out to do.

1. **Check Your Learning Process**

Describe how you want to measure your learning progress: What are the milestones in the process to achieve your goals?

This is about seeing a goal and then breaking it up in smaller objectives and steps to make. It may be described through a timeline: e.g.

Week 2

**Prioritize Tasks**

Week 4

**Disable distractions**

Week 6

**Create and Update a To-do list**

Week 1

**Break Down Tasks**

Week 3

**Make Concise Decisions**

Week 5

**Begin Tasks Promptly**

1. **Understand Your Learning Approach**

Identify your learning style. Take a moment to look at your subject and think about what kind of media you want to utilise for your learning. The media you choose – books, films, graphics, people telling you, pictures, objects etc. – depend very much on your personal learning style. Check the list and find yourself:

**Visual Learning:** A visual learner (also known as the spatial learner) excels at deciphering anything visual like maps, graphs, pictures, graphics, photos, film. Visual learners are highly imaginative and they also process what they see much faster than what they hear.

**Verbal Learning:** Verbal learning is learning through what’s spoken. Verbal learners excel in reading, writing, speaking, and listening.

**Logical Learning:** These learners are good at math and logic puzzles. Anything involving numbers or other abstract visual information is where they excel. They can also analyze cause and effect relationships quite well. Part of that is due to their thinking process being linear. Another big difference is their need to quantify everything. These people love grouping information, creating specific lists, agendas or itineraries. They also have a love for strategy games and making calculations in their heads.

**Auditory Learning:** Similar to verbal learning, this type of learning style focuses on sounds on a deeper level. These people think chronologically and excel more in the step-by-step methods. These are likely the people who will watch videos to learn or do something the most. These learners also have a great memory of conversations and love debates and discussions. Chances are likely these people excel at anything oral. Also as the name suggests, these individuals have great musical talents. They can decern notes, instruments, rhythms and tones. That being said, they will have a tough time interpreting body language, expressions and gestures. This also applies to charts, maps and graphs.

**Social Learning:** Otherwise known as the interpersonal learner, their skills are really unique. They don’t particularly excel in classrooms but rather through talking to other people. These are the people who are excited for group conversations or group projects. Mainly because they are gifted with coming up with ideas and discussing them. They also have a good understanding of people’s emotions, facial expressions, and relationship dynamics. They are also likely the first people to point out the root causes of communication issues.

**Intrapersonal Learning:** The reverse of interpersonal learning, these people prefer learning alone. These are the people who love self-study and working alone. Typically, intrapersonal learners are deeply in tune with themselves meaning they know who they are, their feelings, and their own capabilities. This type of learning style means you love learning something on your own and typically every day. You also have innate skills in managing yourself and indulging in self-reflection.

**Physical Learning:** Also known as kinaesthetic learning, these people love doing things with their hands. These are people who love pottery or shop class. If you’re a physical learner, you’ll find you have a huge preference in using your body in order to learn. You may also have loved sports or any other art medium like painting or woodwork. Anything that involved you learning through physical manipulation you enjoyed and excelled at. A physical learner may also find that they learn well when both reading on any subject and pacing or bouncing your leg at the same time.

**Naturalistic Learning:** The final learning style is naturalistic. These are people who process information through patterns in nature. They also apply scientific reasoning in order to understand living creatures. Not many people may be connected to this one out of the types of learning styles primarily because of those facts. Furthermore, those who excel in this learning end up being farmers, naturalists or scientists. These are the people who love everything with nature. They appreciate plants, animals, and rural settings deeply compared to others.

I am a visual learner and I learn by reading or seeing pictures. I understand and remember things by sight. I can picture what I am learning in my head, and I learn best by using methods that are primarily **visual**. I like to see what you are learning.

1. **Uncover the Background of a Topic**

Get to know the topic you are learning by checking the background of the topic. Read various articles, or check the web on the topic. This is research. But do not read everything to the detail. You need to skim-read and focus on key expressions for your selection of background documents:

* Which newspaper are you normally reading?
* Which magazines?
* Which online media channels are you using?
* Which media could be interesting?

I normally read the NewVision and the Monitor, Uganda’s dailies.

I read fashion and clothing magazines like Vogue and Catalog Uganda

Online, I use Soft Power News and Chimp Reports Uganda

I think Podcasts and Vlogs could be interesting

1. **Cultivate Intrinsic Motivation**

Intrinsic motivation is driven from internal rewards. It seems like a simple concept but many people struggle with it. Fortunately, it can be learned. One form of it is planning on sharing what you learned with others. How do you motivate yourself?

Your motivation can be supported by:

* You get you choose what you learn: ideally choose a leadership subject you want to learn.
* Remind yourself of the goal and outcome: visualise, how you apply your new skills and what may be the effects. Imagine a picture, a situation, a scene.
* Make your “why” for learning emotionally strong: Before beginning a new learning project, [think about why](https://www.lifehack.org/811919/how-to-always-stay-motivated?itm_source=www.lifehack.org&itm_medium=seo-article&itm_campaign=cold-to-warm&itm_content=text-link&itm_term=101-article) you want to learn that particular subject and make sure the reason why is strong and connected to some form of emotional need.
* Mix up how you learn: select all the media you choose to use (see above), have all the materials you need at hand without the need for searching when you need them.
* Set your daily time for study: it should happen every day, so plan your time in advance and stick to it.
* Create mini goals: this corresponds very much with the timeline above. Feel free you split up your goals in to smaller ones, if it makes you feel better about your learning.
* Reward yourself: treat yourself with something special, when you achieve one of your goals. For smaller goals that could be a chocolate bar or a special meal. Bigger goals could end up in a cinema visit or an hour at the hairdresser’s salon.

**Remind myself why I want to do something.** This will boost me to get me going on a task or project.

**Break down my work into smaller chunks.**If I break my day down into smaller segments, work can be easier to deal with.

**Make my activities fun.** Finding a way to make the tasks more exciting will be more motivational.

**Reward myself when I get something done.** Even if it's just a small accomplishment, I will pat myself on the back when I accomplish a goal.

**Give yourself occasional breaks to avoid burnout.** I will schedule occasional breaks throughout my day and take longer breaks over the weekend to rest and refresh myself.

1. **Making a Product out of What You Learned**

A song, a journal entry, a picture… These are examples of things that you can create from what you learned. Not only does this help solidify what you learn, but also it gives you something to look forward to.

What would you like to produce to display your learning?

**I would like to make a quote of what I have learnt:**

“*As much as it is important to fininsh all my tasks, it is imperative for me to identify my learning sytyle and breakdown the tasks into smaller chunks of work. While I am working hard, I should take breaks and reward myself when I get the work done.*”

1. **Leverage Time**

Sometimes we get busy and don’t have time to learn. But that lack of time is more of a reason to leverage the time we do have.

Take your thirty-minute lunch breaks to eat and squeeze in a learning session. If you go to the gym why not listen to a podcast or listen to an audiobook during the session!

When is your leverage time?

**Using Anti-Distraction Apps to reduce social media time**

I have considered using technological tools such as anti-distraction apps to leverage my time. Facebook, Twitter, and social media have been eating up into a good portion of my work day. There are several of these apps I have considered, these include StayFocusd, SelfControl, and Freedom.

With StayFocusd, I will set a time limit (say, 50 minutes) for how long I am allowed to spend on Social Media apps during working hours and the app will block access to them once I have exceeded that time limit. I'll only be able to access the apps I blocked again after working hours

This will enable me to redeem a lot of time for my work and use technology to leverage time.

1. **Create a Topic List**

Think of it as a to-do list of things you want to learn about. These can be broad topics or narrow ones. These lists can help you in creating goals and working towards them to achieve them.

What is the list of your topics?

**Skills to acquire before end of 2021**

1. Negotiation.
2. Team management.
3. Time management.
4. Risk management.
5. Problem-solving.
6. **Have Realistic Learning Goals**

Self directed learning is built on a system that we create. To ensure the system is sound, you want to make sure everything is set within your own limits. The last thing you want is to feel discouraged from learning.

Check your goals again and think about how realistic they are! If necessary, adjust!

I think the goals I set are realistic enough especially with Online learning opportunities

1. **Build a Network of Learning Colleagues**

Have a group of people that you can collaborate with and connect with. This group of people will push you to learn more and can give you an outlet for when you want to talk about what you’ve learned. Best of all: this group can be either offline or online.

Who would be in your group?

1. Classmates
2. Workmates
3. Friends
4. Mentors