

# **Professional Skills PDP**

## **Personal Development Plan – Year 2, Semester 1**

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# Bridging the Gap: From Present to Potential

This presentation outlines my Personal Development Plan (PDP) for Year 2, Semester 1, within the Professional Skills Course. My mission is to bridge the gap between my current capabilities and my professional aspirations through discipline and structured development.



MY GOALS

# My Three SMART Development Goals

My Personal Development Plan is anchored by three specific, measurable, achievable, relevant, and time-bound (SMART) goals designed to foster growth and enhance professional readiness.



## Dutch Language Proficiency

Improve from A1 to conversational level with 3 hours of dedicated practice per week.

## Planning & Discipline

Implement and adhere to weekly schedules to effectively manage stress and meet deadlines.

## Broadening Horizons

Regularly listen to audiobooks to reduce overthinking, expand English vocabulary, and gain general knowledge.

# Goal 1: Mastering Dutch Language Proficiency



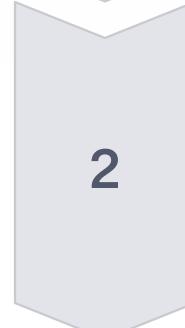
My commitment to the Dutch language extends beyond academic requirements; it's about integrating into the local culture and fostering stronger connections both at work and in my social life.



1

## The Goal

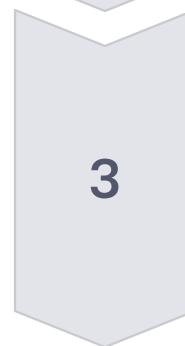
Achieve conversational fluency to confidently speak Dutch in professional and social settings.



2

## The Action

Dedicated practice of 3 hours per week using structured lessons, textbooks, and digital tools like Duolingo.



3

## The Shift

Transitioning from inconsistent at-home practice to structured, daily immersion for sustained progress.

# Evidence of Execution: Consistent Dutch Practice

Integrating Dutch study into my demanding weekly schedule was a key challenge, overcome by consistent application and meticulous logging of my efforts. This log demonstrates the daily commitment to language acquisition.

monday: meeting with mentor  
finishing Research for project

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tuesday: making the fishbone diagram  
going to IB Student Assembly

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wednesday: finishing 1st DDP assignment  
practice Dutch 1:30H

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tuesday: Python tutorial - 2H  
Dutch - 1H 30M

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wednesday: Net tutorial - 2H  
Dutch - 1H  
Project-Related - 3H  
Data Processing - 2H

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thursday: Net tutorial - 2H  
Project Related - 2H  
Data Processing - 3H

tuesday: full with work and school

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wednesday: Dutch - 1.30 Hours / Project 2.2 5H  
Gym - 2H

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thursday: Professional skills - 5H  
Data processing -

My personal logs, meticulously maintained from September through January, show a clear pattern of regular Dutch sessions, ranging from 30 minutes to 1.5 hours, alongside my other project work. This consistent effort is the foundation for significant language improvement.

# Goal 2: Professional Planning & Discipline

To eliminate the stress of last-minute rushes and missed deadlines, I aimed to master effective time management and planning.

## The Fix: Detailed Weekly Planning

My solution involved implementing SMART-based weekly planning to create a balanced schedule. This structured approach ensures I allocate sufficient time for school, work, and personal well-being, reducing procrastination and anxiety.



## The Struggle: Unstructured Flexibility

Before, my flexible approach often led to forgotten deadlines and being overwhelmed. The lack of a clear structure meant important tasks could slip through the cracks, leading to increased stress and reactive working patterns.



## GOAL 2 EVIDENCE

# Evidence of Execution: The 10-Week Planning Log

To solidify my commitment to better planning, I meticulously created handwritten weekly schedules for ten consecutive weeks, from September 14th to January 19th. These logs served as a visual testament to my progress.

- Balanced Priorities:** The logs highlight my ability to juggle conflicting demands, effectively scheduling "Client meetings," "Gym sessions," and "Project Data Processing."

Dead lines:

DOP 2 - 14th sep

PDP - 12th sep

Project 12th - 9th sep

7th → 14th sep

Monday: meeting with client

finishing Research for project

Tuesday: making the fishbone diagram  
going to IB student planner

Wednesday: finishing 1st DOP assignment  
Practice Dutch 1:30 H

Thursday: feedback session - complete  
group meeting PDP

Friday: Dutch homework - pub quiz 1:30H

Saturday: finishing 2nd DOP

# Goal 3: Personal Growth through Audiobooks

My final goal focused on leveraging audiobooks to transform my evening routine, replacing anxious overthinking with engaging storytelling and expanding my English vocabulary.

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## Old Behavior

My mind often remained disturbed by negative thoughts at night, hindering relaxation and productive rest.

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## New Behavior

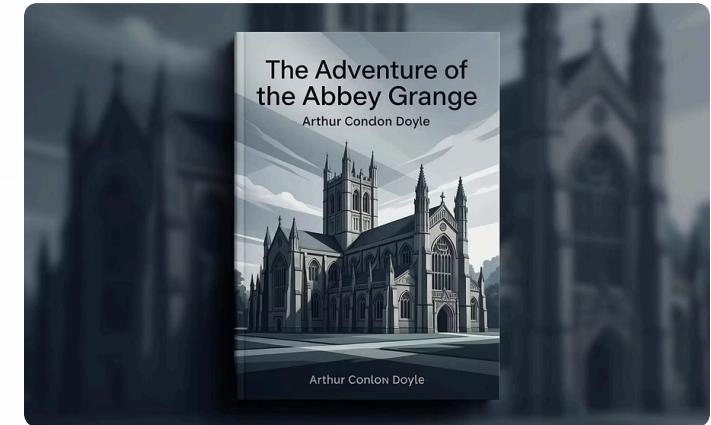
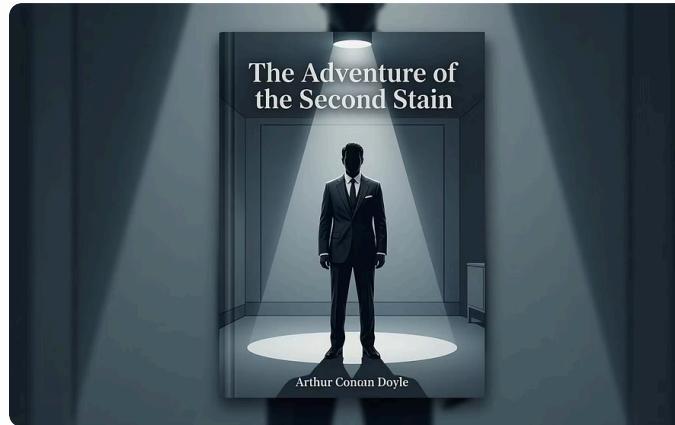
By following captivating stories, I effectively cleared my mind, allowing for improved mental clarity and learning.

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# Evidence of Execution: Literary Insights from Sherlock Holmes

My foray into audiobooks primarily focused on classic literature, with a particular emphasis on the deductive brilliance of Sherlock Holmes. Each story offered not just entertainment, but valuable life lessons.



## The Golden Pince-Nez

A "locked room" mystery solved through meticulous observation, highlighting the power of attention to detail.

## The Second Stain

A diplomatic tale emphasizing the importance of valuing peace over absolute truth: *"I had rather play tricks with the law of England than with my own conscience."*

## The Abbey Grange

A moral dilemma exploring the nuanced boundaries between justice and rigid legal frameworks.

**Key Takeaway Quote:** "Voice of the conscience is louder than the voice of the law."

# Reflection & Future Steps: Embracing the Leap

## Planning

While "heavy planning" can be overwhelming, I've learned that maintaining flexibility through minimum and maximum hour allocations is crucial for sustained consistency.



## Language

Small, consistent daily inputs (even just 30 minutes) accumulate into significant progress, proving that consistency is indeed the most vital element in language acquisition.



## Mindset

Audiobooks have successfully provided a mental sanctuary, diverting negative thoughts and simultaneously enriching my English vocabulary. This has been a profound personal shift.

The "Leap of Faith" embarked upon this semester has been successful. I have not only established new disciplines but have also seen tangible improvements in my language skills, time management, and mental well-being. This journey has laid a robust foundation for continued personal and professional development.