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| **Personal development action plan** | **Date:11/07/25** | Icon  Description automatically generated |

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| Short and medium term targets | Actions required | Resources that can help | Success criteria (milestones) | Date for completion |
| *What do you want to achieve this year?* | *What do you have to do to achieve each target? Several different actions may be necessary.* | *For example, extra study resources, or friends or contacts who could help you.* | *How will you know if you have been successful with each action?* | *When do you need to complete each action?* |
| Complete all four modules I have undertaken. Which? | Do each TMA as early as possible to leave time for the multiple exams I have on in each module | Planning my time properly to fit in with my work commitments. How? | Success in each module | Sept 2025 |
| Start my level 3 module. Which? | Once I have completed this years modules I should be able to progress onto the next year. | My tutors advise on picking my next modules | Be working towards my open degree | 0ct 2025 |
| Start an online pottery company | Create enough product to have a viable shop | My pottery studio, and the tutoring I am receiving. Types of pottery, specialism. | Online site up and running | Dec 2005 |

Right click on the table to insert more rows.