**Personal Skills Development Plan for Maison Roberts**

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| **Date** | **Personal skills to be developed** | **How will it be developed** | **What will be the outcome** | **By whom and when** | **Resources and help I need?** | **Review and monitoring** |
| 28.06.24 | Strategies to help me to manage my time | Using the Calander App on my IPhone | Better time management skills | Myself and by December 2024 | [IPhone Calander APP](https://drive.google.com/file/d/1BGUEN_Ffd_V2qr5i9rieGK6FBvRdRK-S/view?usp=drive_link) |  |
| 28.06.24 | Effectively prioritise my tasks and activities | I can use youtube videos which show guides and tips to help me to | I will be able to prioritise tasks and activities more effectively | Myself by December 2024 | <https://youtube.com/> |  |
| 28.06.24 | To develop what makes my learning more effective | I can try and figure out what learning style and try new strategies for studying | I will be able to have a more effective learning time and have more impactful revision | Myself By December 2024 | I will research multiple learning styles and studying styles on [Youtube](https://youtube.com) and test each one out to see which is the most effective for me |  |
| 28.06.24 | Develop my Stress Management Skills | I will be able to develop it by taking more time for myself | I will be able to manage my stress levels more effectively | Myself and my family by December 2024 | My family knowledge and advice would be the resource. |  |
| 28.06.24 | Develop my skills to speak in front of audiences’ | I will be able to develop this by looking up strategies to manage anxiety Infront of crowds | I will be able to confidently deliver a speech infront of a audience | Myself and my family by December 2024 | <https://www.bcm.edu/news/easing-anxiety-in-large-crowds>  I can use the tips given on this website and then practice them in front of my family |  |
| 28.06.24 | Develop my numerical techniques | I will be able to develop this by praciticing the techniques needed for business | I will be more confident making calculations in business | Myself | Use [Youtube](https://youtube.com) to find easy methods on how to do each type of calculation |  |
| 28.06.24 | Develop ways I can express my ideas in written form | I will develop this by making plans before i start writing my essay’s or coursework | I will be able to confidently put my ideas in to a written format | Myself | Before writing my ideas down on paper I will plan them on another sheet of paper so I can create a clear point in my work |  |