**D2**

**Review on my Personal Development Plan**

In this assignment, I will be reviewing my personal development plan where I set objectives at the start of the year. I will be reviewing them objectives and see how I have enhanced. Over the year, I have made a drastic improvement. One of the main objectives that I need to focus on is getting my work correct with grammar mistakes. At the start of the year, I was not focused and I used to rush my work. I always achieved it at a second submitting full of grammar mistakes. This was with not only one teacher, but also a few. I realised that I need to do something about it and reminded myself each time to read over the assignment repeatedly until it made sense. I got the feedback and I always got the feedback to proofread your work. I never used to care, but I realised that it never used to make sense. I realised that if I keep making this horrible mistake, I will not erase it and it will become a habit. As time when by, I started to read my work until it made sense. I wanted to achieve it first time. To get my grammar better, I needed to improve it by reading. I started reading newspapers, books, articles. I picked out works that I never understood and looked them up in a dictionary. Because I work with computers all the time and type my work up, I changed the way Microsoft Office corrects its grammar. I put ‘style and grammar’ into it to make sense into what I am writing. I have improved since I have done made this complete. Making this accomplishment, it makes the work with more quality. For example, when a user types in ‘again and again’, it will automatically recognise it and suggests to you ‘repeatedly’. In addition, if you miss out a comma in the right place, it corrects it for you as well. This is important to be critical and high standard when you are completing your work. It will enable you to achieve the high grades and achieve the specific criteria.

Another key feature that I needed to enhance was ‘time management’. When I started this course, I knew that I did not want any work to pile up. We have three teachers for BTEC. They all give coursework at any stage and if you do not complete one teacher’s task, it would delay until you failing the criteria/giving it at a later stage that is poor quality of work. I did not want this to happen. However, the problem was that when one teacher gave out her assignment, I delayed until I found an appropriate time to complete it. I wanted it to be good quality, however I did not realise that other teachers gave out work. I used to do one teachers work and build my way up until one teachers is complete. However, I never realised to complete the others. The work piled up to the stage that I needed go to the hub and spend my own time to complete the teachers work. How does this relate to time management? It relates to time management because when one teacher gives her assignment out, you need to complete it until the deadline day. Let us say one teacher gave her criteria to complete on Friday and another teacher gave his assignment out to complete on Thursday. I would need to complete the one that is due on Thursday as it becomes before Friday. Once that is complete, I would complete the Friday deadline. This is how to sort out time management and it is the only solution to complete your time and coursework at the same time. It does not have to include too coursework, you can change it around in your daily lives. Over this time, I know how to sort my time out and I hope I prevent any work to be ‘piled up’.

Last key feature that needs review is ‘future’. I picked this out for a reason, because after I finish college, I will need to decide where I take my course. I want to know what I do in the future. I have decided to take IT to university and develop; and enhance any skills that I have not learnt already. I loved ICT since I started to use them and I want to take it another level by doing ‘Information and Communication Technology’ degree at university. I like being organised and having a plan before I do anything. At the start of the year, I did not know what I‘d be doing and I only had a rough guess, but I was not sure. However, I had a range of courses for ICT. I needed to know which one suited me the best, because I want to do something I like at university. My form tutor gave me a tip and said to check the modules within it. I searched up ‘Queen Mary’ and went to ‘Information and Communication Technology’. I went to modules and checked if it suited me. Modules were the topics that I was going to learn when I go to university. I liked it and it included several of topics that I liked. Again, this objective does not apply to only this bracket, but in the future when I complete everything. I will need to know what I do with the degree and course that I take on. Having a plan is key as it tells you what to do and not. I like to plan it out and it gives me the guidance of what to do currently.

Throughout this course, I have made mistakes and I am still learning from them. Nobody is perfect. I have made mistakes and I have learnt from them. It is not just work ethic, but generally, behaviour; helping others; and many more. It is important that I learn from my mistakes as it falls into a trap that is hard to unlock. At the end of the day, I thank the teachers for my efforts and those who have helped me along the way. I am so thankful of where I am at this stage and to emend my mistakes is great. I will always learn and continue learning whatever stage I am at in life.