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| **Individual activity** |
| Using the criteria below, start to fill out your own **personal development plan**, keeping in mind the things that we have talked about.   |  |  | | --- | --- | | **Weight** | **Meaning** | | 1 | ***you need more encouragement*** *(you can do better through)* | | 2 | ***I’m okay*** *(I’m not where I want to be but not badly off as well)* | | 3 | ***willing to encourage others*** *(I’m doing well and can share what I know with others)* |   Please rate yourself in each of the 5 main aspects of mindset, wellness, people, education, work or career. Then reflect on a specific weakness that you want to address. You will then use the rating to develop a development goal(s).   1. The first criterion is **Awareness or Reflection**. This part of your personal development requires you to assess yourself and think about how well or poorly you are doing in each of the (5) specific areas that we have discussed. 2. The second criterion is **Area(s) to Expand or Improve**. In this section, list down (3) areas where you have key strengths that you want to develop on, and (3) areas where you have weaknesses that you want to improve. 3. Then, you shall move to the **Goal Setting** section -list down one (1) goal related to each area that you want to improve and that you believe you can achieve in a 3-month period. 4. Finally write down your **Action Plan and Timeline(s)**. List (3) activities, that when put into action, will help you achieve your goals within the next 3 months.  |  |  |  | | --- | --- | --- | | **Mindset - Are you optimistic about life?** | | **Rating = *2*** | | **Criteria** | **Comments** | | | **Awareness or Reflection** | *e.g I’m generally positive and always looks out for the best in people. I also think my business can always do better regardless of the challenges it goes through* | | | **Area(s) to Expand or Improve** | *e.g I need to start writing down what I think I can do and turn them into action steps that i can track later* | | | **Goal Setting** | *e.g I need to set realistic goals and support my team achieve them* | | | **Action Plan and Timeline(s)** | *e.g I’m intentionally setting out to become better by taking an online leadership course starting January 2022* | | | **Wellness - Do you have the energy to keep going?** | | **Rating =** | | **Criteria** | **Comments** | | | **Awareness or Reflection** |  | | | **Area(s) to Expand or Improve** |  | | | **Goal Setting** |  | | | **Action Plan and Timeline(s)** |  | | | **People - Is your circle of friends developing you?** | | **Rating =** | | **Criteria** | **Comments** | | | **Awareness or Reflection** |  | | | **Area(s) to Expand or Improve** |  | | | **Goal Setting** |  | | | **Action Plan and Timeline(s)** |  | | | **Education = I recently read a book on entrepreneurship, leadership or growth** | | **Rating =** | | **Criteria** | **Comments** | | | **Awareness or Reflection** |  | | | **Area(s) to Expand or Improve** |  | | | **Goal Setting** |  | | | **Action Plan and Timeline(s)** |  | | | **Work or Career - I am passionate and love what I’m doing?** | | **Rating =** | | **Criteria** | **Comments** | | | **Awareness or Reflection** |  | | | **Area(s) to Expand or Improve** |  | | | **Goal Setting** |  | | | **Action Plan and Timeline(s)** |  | |   Once you do this work, you will have developed the first part of your personal development plan and be on your way to being a well-balanced and successful entrepreneur. |