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Professional Development Plan

There are many factors and features that are embodied within a successful employee, each differing between employees depending on the work that they complete day to day for their companies. As a Management Information Systems student, I believe it is of great importance to have strong time management and organizational skills in order to be successful. I have chosen this skill because I see myself in the future juggling many different team projects and working with others in order to optimize the greatest output from IT systems in order to develop more valuable business decisions. Looking back at previous work-related experiences, there have been times where I have worked on multiple projects or differing aspects of work at once, or in other words I rarely do or work on the same thing day in and day out. For example, as a maintenance worker for the City of Blaine Public Works I was expected to be able to be on the field to aid in projects on the streets (laying cement for curbs, fixing sinkholes, etc.) while also having the time to enter our projects into the computers to keep track of what we have done throughout the year. Focusing on time management and organizational skills not only aids in allowing me to complete daily tasks, but it also creates opportunity to do everything at a high level. This will enhance my chances in the workplace as I juggle many projects and helping me make sure that all projects are done at a high quality.

Not only will the quality of my work be improved through time management and organization, this will also benefit me in the idea of eliminating procrastination. Laying out a schedule will help reserve time for specific activities while avoiding having to panic at deadlines. Also, to highlight on the side of organization, I will benefit in having less stress as I will know where things are when called for. I believe it is also beneficial to keep projects separate from each other in order to create less confusion. It is also more inviting and pleasing for others to work with. Teamwork is a large aspect when looking at the work done by MIS students and will be largely beneficial to be organized when working with others. Time management and organization skills will enable me to open my career opportunities further into positions such as a Project Manager. Having these skills are crucial in order to be certain the organization is utilizing its time and resources effectively to maximize their output (mission statement).

Being a full-time student with five different courses I will be given the opportunity to work on these skills. Rather than procrastinating on assignments like I have in the past, using my school planner and creating a schedule will help evenly space out my work. More specifically, working on assignment daily for this class piece by piece rather than speeding through the assignment the day before it is due will increase my work quality. I will enable these practices by being more observable of due dates within Canvas and posted in my class syllabuses. With the use of my planner and computer calendar, I should be able to enable these practices without outside support. I see it as more of an individual drive because the way I do things now works, but I see potential to be better which could bring additional benefits. In order to track my progress, I will be conscious of how I am completing my work. It will be easy to identify if I am procrastinating, as some of my assignments this semester will be heavily time consuming, creating for a disaster the day before it is due. I am excited to work on these skills and be presented with benefits that will help me grow professionally.