

My Personal Development Plan

1. What is my current state?	
What are my strengths?	<u>Strengths</u> <ol style="list-style-type: none">1. Communicate well with others2. Positive thinking
What are my weaknesses?	<u>Weaknesses</u> <ol style="list-style-type: none">1. Lack confidence. Always stuck in comfort zone.2. Lose temper easily
What are the common feedbacks (positive & negative) that I received from others?	<u>Feedbacks</u> <ol style="list-style-type: none">1. Not assertive enough2. Lack initiative. Too much planning but no action.
What other performance indicators can I notice?	<u>Performance Indicators</u> <ol style="list-style-type: none">1. Sometimes get overwhelmed with stress when there is heavy workload
(Decision on priority focus areas derived from the above)	<u>Focus area priorities</u> <ol style="list-style-type: none">1. Develop more self confidence & courage2. Learn to be assertive3. Control my temper & not get worked up so easily
2. What is my desired state?	
What do I hope to improve/achieve?	<u>Desired state (from identified focus areas)</u> <ol style="list-style-type: none">1. Able to talk and act confidently regardless of what the situation or who am I talking to. Not afraid to voice out my ideas and opinions & willing to try new things and take some risks. Always look for new opportunities rather than walk the common path. Able to influence others and decision made because I show great confidence.2. Able to be assertive and take control of situations. Able to press hard for my recommendations, ideas and decisions to be accepted by others when I feel it is really good. To proactively take the lead in as many situations as possible. When there is a group decision to be made, to be the first to give recommendations. Not to agree with everything others say. Able to say no firmly. Not be influenced or controlled by others.3. To calmly assess any situation before reacting to it. To look for positives in any circumstance and make the best of any unfavorable situations. To focus my energy on finding a solution rather than losing my temper.

Why do I want to achieve that?
What does it give me?

Why do I want it?

- 1. With confidence, I can blaze new opportunities for myself. I am able to command more respect and others will be able to see my worth. I will dare to try new things & go against the herd, which gives me more opportunities for success and makes my life more interesting as well. With confidence, my true self will finally shine through.*
- 2. With assertiveness, I no longer follow other people's decisions and will. I get to choose for myself and live on my own terms. By being assertive, I command respect from others. I also participate and contribute fully when I am assertive. It further builds my confidence and installs self esteem in me.*
- 3. By being able to control my temper, I will not say things that I will regret later on. I will not hurt my loved ones and friends as before. In addition, I will cease to waste energy venting out my anger. Rather the energy can be used in a positive way. To avoid pointless confrontations and have compassion instead.*

What are my short term goals?

Short term goals

- 1. Finish reading a book on self confidence & apply it's principles*
- 2. Make 4 new recommendations to the boss every month and get him to seriously consider it.*
- 3. Attend and complete anger management class*

What are my long term goals?

Long term goals

- 1. Able to command confidence whenever I want, regardless of the situation. Not be affected by setbacks.*
- 2. Have the habit of taking the lead in most situations and being assertive, while at the same time keeping some balance and not being extreme.*
- 3. Keep calm no matter what happens. Not lose my temper at all, but have a quite calmness within.*

3. How do I get there? What is needed?

What must I improve / learn / experience to achieve that desired state?

What is needed?

1. Use NLP techniques to develop confidence
2. Practice being assertive by suggesting ideas and making decisions during weekly company meetings, and by requesting to lead new projects.
3. Meditation to develop a calm mind & control temper

What are the possible resources to learn / experience / improve?

Resources

1. Buy & read 'How to develop confidence' by Joe Smith
2. Attend a course to learn effective and assertive communication

4. Timelines and schedule

When do I want or need to achieve the desired state?

TIMELINES

Focus Area #1:

Start date : 1/1/15
Short term goal : 31/3/15
Long term goal : 30/6/15

Focus Area #2:

Start date : 1/1/2008
Short term goal : 31/3/15
Long term goal : 30/6/15

Focus Area #3:

Start date : 1/2/2015
Short term goal : 31/5/15
Long term goal : 30/9/15

What is my schedule to work on these focus areas?

SCHEDULE

Focus Area #1:

Hours per week :

Day – time 1 : Mon, Wed, Fri, 9-10pm, read 'How to develop confidence'

Day – time 2 : Thurs, Sun 7am – 8am, practice NLP techniques on developing confidence

	<p><u>Focus Area #2:</u> <i>Hours per week :</i> Day – time 1 : <i>Tues, Thurs, Sat, 9-10pm, read communication books</i></p> <p>Day – time 2 : <i>Fri, 2pm – 4pm , practice being assertive in company weekly meeting</i></p> <p><u>Focus Area #3:</u> <i>Hours per week : 4</i> Day – time 1 : <i>Sat, 2-3pm, Anger Management class</i></p> <p>Day – time 2 : <i>Tues, Thus, Sun 6-7pm, Meditation</i></p>
5. Notes / other	
<p>Document any important notes or other items in this section</p>	