**What are my PDP priorities? (pp. 19-21)**

**Column A:** Identify aspects of personal development important to you at present. Rate between 5 and 0, giving 5 for *very important* and 0 for *not important at all*.

**Column B**: Consider how essential it is to develop this aspect soon. Rate between 5 and 0, giving 5 for *very essential* and 0 for *not essential at all*.

**Column C:** Add scores in A and B to gain an idea of where your priorities lie.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Aspects I want to develop further**  I want to… | **A**  **How important is this to me?**  *Rate from 0 to 5* | **B**  **How essential to develop it now?**  *Rate from 0 to 5* | **C**  **Priority score**  *Add scores for columns A and B* | **See chapter** |
| **1** Clarify my vision and goals for my life |  |  |  | 2 and 3 |
| **2** Clarify my values |  |  |  | 2 and 3 |
| **3** Identify sources of inspiration |  |  |  | 2 |
| **4** Clarify what ‘success’ means to me |  |  |  | 2 |
| **5** Clarify what I want to achieve from university |  |  |  | 2 |
| **6** Strengthen my motivation |  |  |  | 2 and 4 |
| **7** Managemy online personal profile, relevant to employment |  |  |  | 15 |
| **8** Formulate a rounded personal development action plan |  |  |  | 1 |

**What are my PDP priorities? (pp. 19-21)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Aspects I want to develop further**  I want to … | **A**  **How important is this to me?**  *Rate from 0 to 5* | **B**  **How essential to develop it now?**  *Rate from 0 to 5* | **C**  **Priority score**  *Add scores for columns A and B* | **See chapter** |
| **9** Understand what reflection is about |  |  |  | 12 |
| **10** Develop a reflective journal |  |  |  | 12 and wherever you see |
| **11** Write up my reflections well (for assessment) |  |  |  | 12 |
| **12** Develop a strategy for improving performance |  |  |  | 4 and 5 |
| **13** Make sense of my life story |  |  |  | 3 |
| **14** Understand the effect of my personal choices |  |  |  | 3 |
| **15** Gain a sense of my strengths and areas for improvement |  |  |  | 3, 4, 5, 12 and 14 |
| **16** Make better use of my own expertise |  |  |  | 3 and 12 |

**What are my PDP priorities? (pp. 19-21)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Aspects I want to develop further**  I want to … | **A**  **How important is this to me?**  *Rate from 0 to 5* | **B**  **How essential to develop it now?**  *Rate from 0 to 5* | **C**  **Priority score**  *Add scores for columns A and B* | **See chapter** |
| **17** Understand my personal performance profile and preferences |  |  |  | **4** |
| **18** Identify personal qualities |  |  |  | **3 and 15** |
| **19** Know how to make SWOT and TOWS analyses |  |  |  | **9** |
| **20** Improve my time management |  |  |  | **5** |
| **21** Develop a more constructive attitude |  |  |  | **2, 9, 10 and 11** |
| **22** Develop my self-confidence |  |  |  | **3, 4 and 5** |
| **23** Understand more about emotional intelligence |  |  |  | **5** |
| **24** Manage change and uncertainty more effectively |  |  |  | **5** |
| **25** Understand what prevents me from achieving my potential |  |  |  | **3, 4, 5, 9 and 14** |
| **26** Complete tasks more effectively |  |  |  | **9** |

**What are my PDP priorities? (pp. 19-21)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Aspects I want to develop further**  I want to … | **A**  **How important is this to me?**  *Rate from 0 to 5* | **B**  **How essential to develop it now?**  *Rate from 0 to 5* | **C**  **Priority score**  *Add scores for columns A and B* | **See chapter** |
| **27** Improve my problem-solving skills |  |  |  | 11 |
| **28** Know how to set effective targets |  |  |  | 9 |
| **29** Be better at getting down to tasks |  |  |  | 9 |
| **30** Become a good ‘self-starter’ |  |  |  | 9 |
| **31** Develop project-management skills |  |  |  | 9 |
| **32** Develop active listening skills |  |  |  | 6 |
| **33** Establish better networks |  |  |  | 6 |
| **34** Develop team-work skills |  |  |  | 7 |
| **35** Set up a support group (or action set) |  |  |  | 5 and 11 |
| **36** Be better at giving and receiving criticism |  |  |  | 6 |

**What are my PDP priorities? (pp. 19-21)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Aspects I want to develop further**  I want to … | **A**  **How important is this to me?**  *Rate from 0 to 5* | **B**  **How essential to develop it now?**  *Rate from 0 to 5* | **C**  **Priority score**  *Add scores for columns A and B* | **See chapter** |
| **37** Be more assertive |  |  |  | 6 |
| **38** Deal well with difficult people |  |  |  | 6 |
| **39** Develop negotiating skills |  |  |  | 6 |
| **40** Develop leadership skills |  |  |  | 8 |
| **41** Develop creative thinking skills |  |  |  | 10 |
| **42** Use my brain more effectively |  |  |  | 10 |
| **43** Develop skills in applying for jobs |  |  |  | 13 and 14 |
| **44** Keep good personal records for when I apply for jobs |  |  |  | 15 |
| **45** Understand more about what employers are looking for |  |  |  | 13 |
| **6** Analyse how well my values and behaviours match what employers seek |  |  |  | 13 and 14 |
| **47** Utilise my academic studies better in my workplace |  |  |  | 13 |
| **48** Consider what would be required to set up my own business |  |  |  | 13 |

**Personal priorities for PDP**

* Identify the three aspects to which you gave the highest ratings on the table above. If more than three have the same score, choose three that you think will be your most useful starting place.
* Write out these priorities in words that are meaningful to you. Follow up your priorities in the chapters indicated.

You might find it helpful to refer to setting goals and SMART-F targets (p.207) and action planning (p. 208). Templates for these to use for PDP can be found on p. 383 and p. 384 and this Companion Site.