



Teach For All
A Global Network



July 23, 2024

Personal Development

Workbook

LEARNING OBJECTIVES

By the end of this module you will be able to:

- Set a personal goal you wish to achieve in the upcoming year
- Identify 4 practices/ good habits that will help your development
- Define 3 skills you would like to develop
- Plan 3 SMART actions to be completed within the upcoming year

THIS IS MY LIFE! PART 1



Individual Activity



Think about yourself then draw the flow of your life.

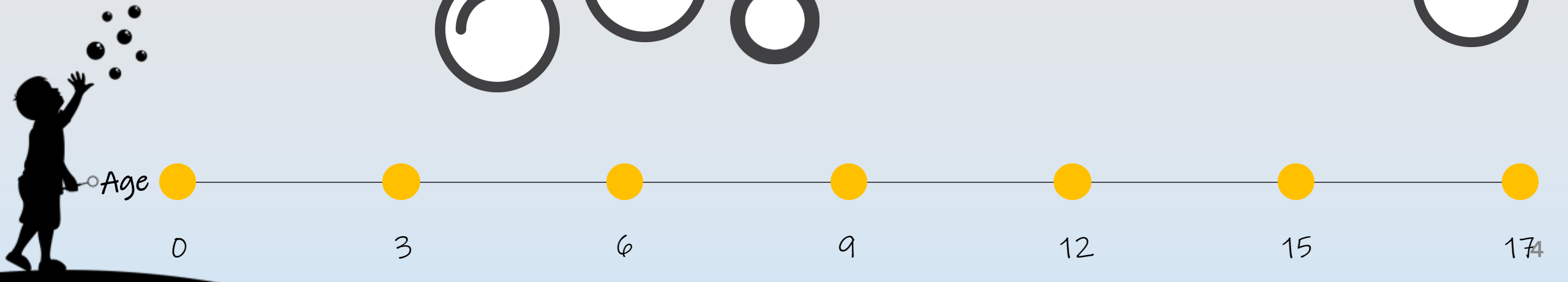


5 minutes



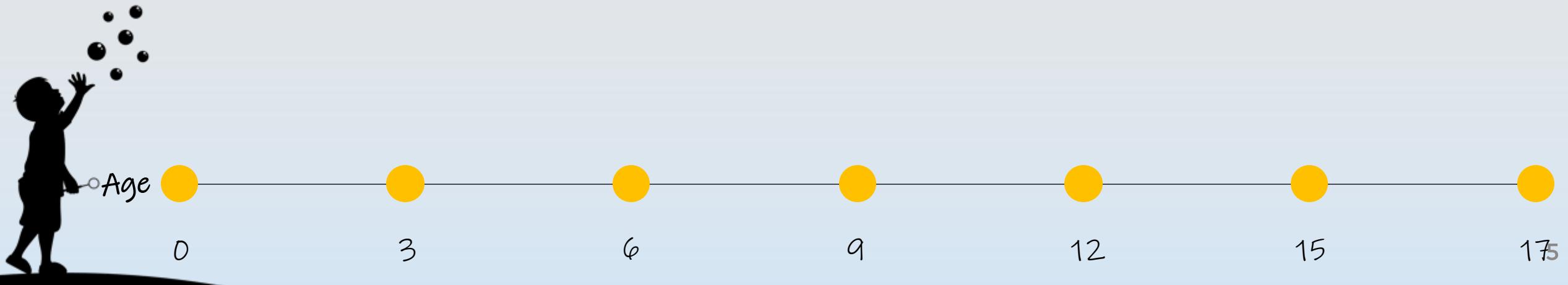
MY LIFELINE

Life
events



LIFELINE EXAMPLE

Life
events



LIST YOUR ACHIEVEMENTS



Individual activity



- List maximum 3 things you achieved so far
- Identify the skills that helped you reach each achievement
- Use your workbook



5 minutes



WHAT ARE MY ACHIEVEMENTS?

Achievements

Skills

Achievements

Skills

WHAT ARE MY ACHIEVEMENTS?

Achievements



```
graph LR; A[Achievements] --> S[Skills]
```

Skills

KEY DEVELOPMENT ELEMENTS



Individual activity



Write maximum the 3 most important elements that helped your development on a post it and add your post it to the flipchart.

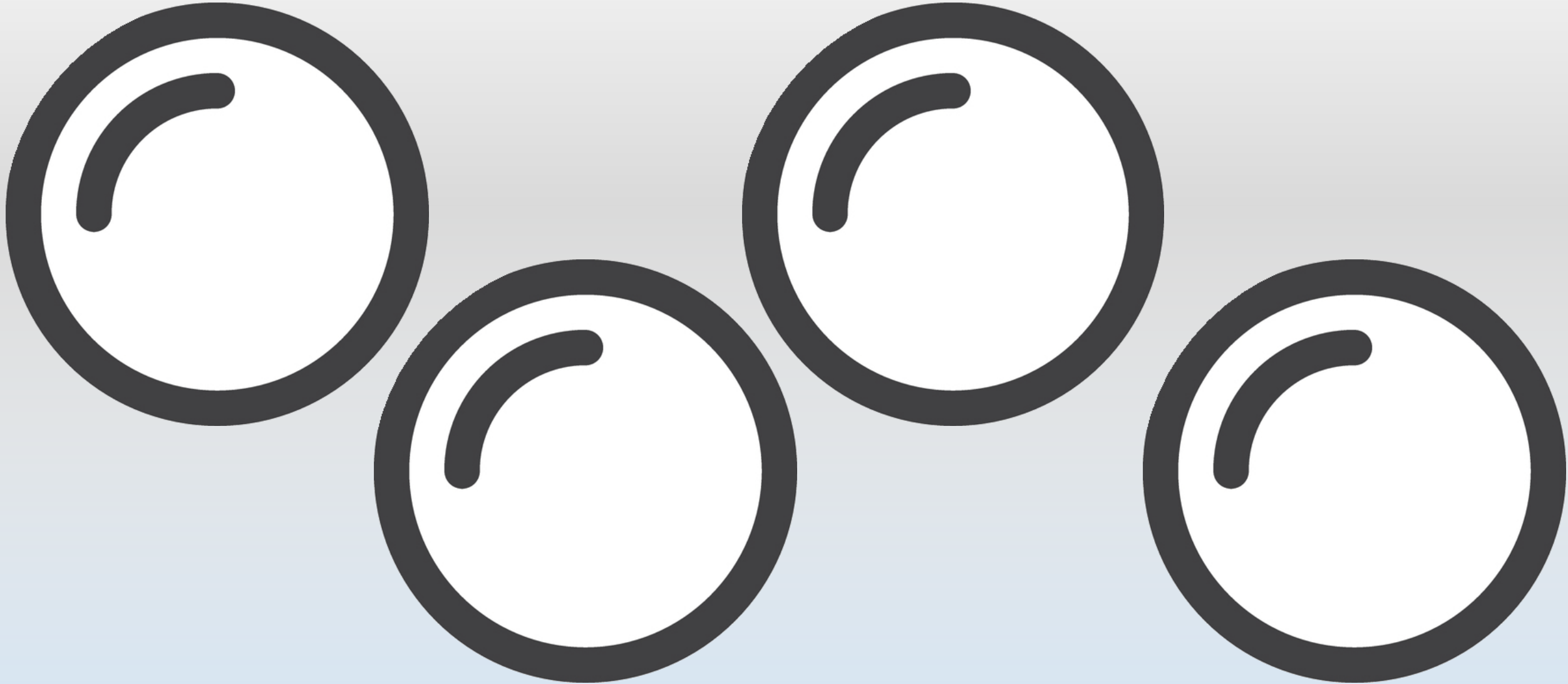


5 minutes



KEY DEVELOPMENT ELEMENTS

Note 4 practices/habits that will help your future development



KEY DEVELOPEMENT ELEMENTS



Individually/groups of 2



- Reflect individually on the questions in your workbook.
- Discuss with your partner the answers to these questions.



10 minutes



Share an example of a challenge you have faced?

How did this challenge shape the person you are today?



INTERVIEW QUESTIONS

What did you do to overcome this challenge?

Did you ask for help to overcome this challenge? If yes, then who and why?



KEY DEVELOPEMENT ELEMENTS



Individual activity



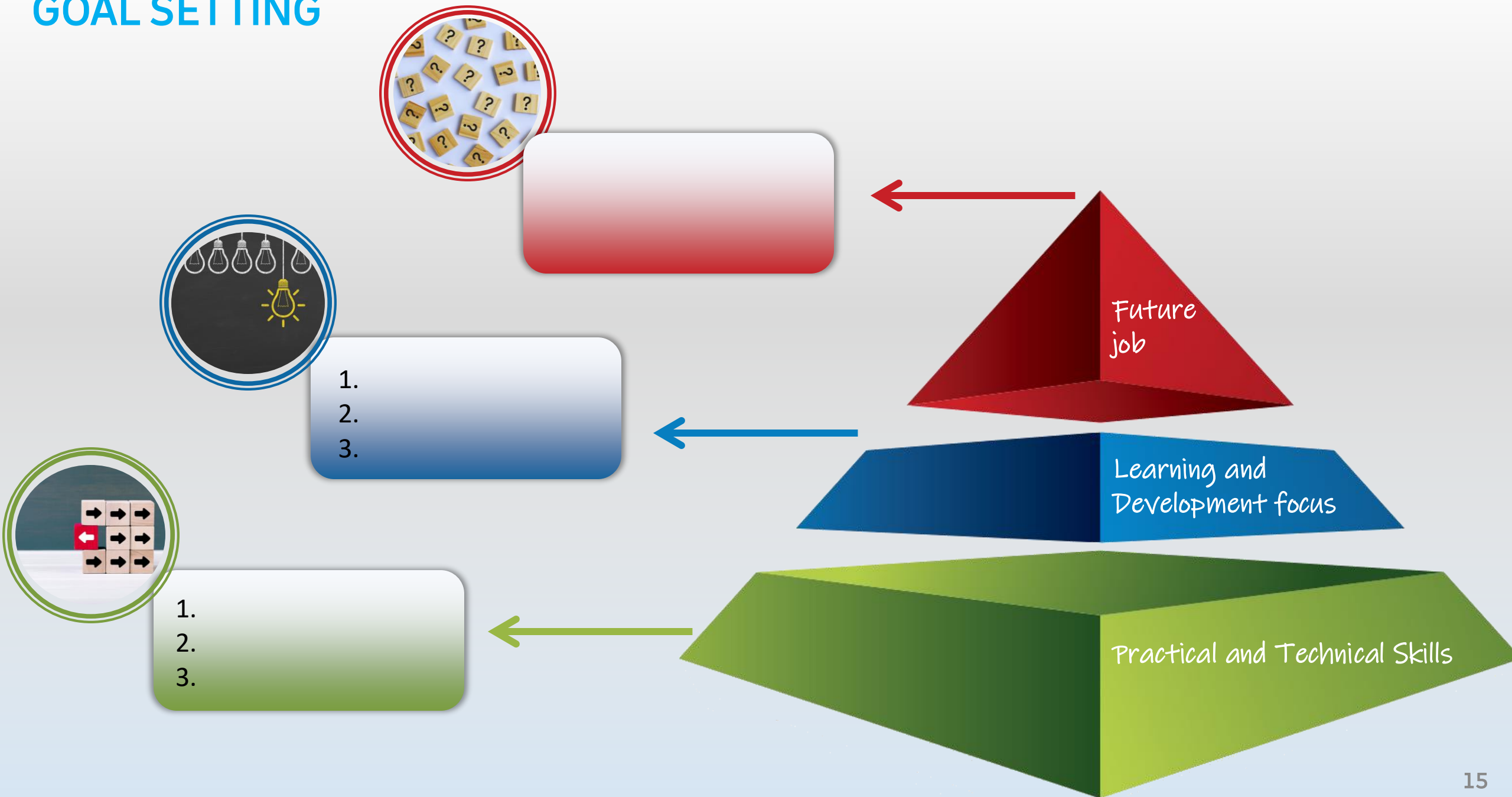
Using a pyramid shape, set your future milestones where you envision your dream job, learning and development focus areas and the skills needed to achieve this.



20 minutes



GOAL SETTING



SMART...WHAT IS IT?

SMART Goal:

S: I will bake bread, cake and pizza

M: I will bake 1 of each

A: I have the resources like time, money, recipe book

R: It will help me to develop my baking skills

T: I will do this within 2 weeks

Smart stands for:

- **Specific.** What exactly do I want to accomplish? Who will be involved in helping me reach this goal? Why do I want to achieve this goal?
- **Measurable.** Every goal has an end result. How will you know when you've achieved your goal? How much? How many?
- **Achievable.** Is achieving this goal realistic with effort and commitment? Is it possible to complete or maintain within the set time frame? Do you have the resources to obtain this goal?
- **Relevant.** A huge component to goal achievement is motivation. When the goal is relevant and important to your life, that will help give you the drive and perseverance to reach your goal. Ask yourself, why is this goal significant to me?
- **Time-bound.** When setting a goal, it is helpful to have a time frame or schedule. When will this goal be achieved?

KEY DEVELOPMENT ELEMENTS



Individual activity



- Reflect on what you need to do to reach your goals.
- Formulate 3 SMART short-term goals/actions that help your development
- Use your workbook



20 minutes



FORMULATE 3 SMART ACTIONS

SMART Action 1:

.....

.....

.....

SMART Action 2:

.....

.....

.....

SMART Action 3:

.....

.....

.....

WRITE A LETTER TO YOURSELF



Individual activity



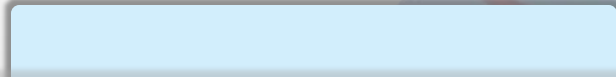
- Write a letter to your future self to remind yourself of your goals and why they are important to you.
- Use the postcard template that is handed out to you



10 minutes



NOTES



A series of horizontal lines for writing notes, spanning the width of the notepad page.





Teach For All
A Global Network



**THANK YOU FOR YOUR TIME
AND ATTENTION**

Disclaimer:

The material contains images from Shutterstock. These images cannot be used in any other materials by anyone without applicable Shutterstock licensing. Some of the icons used in this material originate from Flaticon.