

How To Achieve More!



Life, Work & Study Planner

The Blackford Centre

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WELCOME TO YOUR PLANNER

Using this planner will help you understand yourself better, clarify your vision and set your goals. Importantly, it will make you more productive. The planner channels your focus. Each section cascades into the next. You start with the big issues in your life, and end up taking specific actions that lead to success. Here are the six steps to getting the most out of your life, your work and the course:

1. First, complete the **Self Discovery and Vision** section. It will give you a clear view of who you want to be and what you want to achieve.
2. Identify your **Strengths and Weaknesses, Opportunities and Threats**, and complete the 'Moving Forward' form. It will show you what action you need to take.
3. Then set your **12-month goals**. Refer back to them periodically, to see if you're on track.
4. Your course is essential to your successful future. So set up your **Study Plan** and **Study Schedule** to set time aside for your course.
5. Use the **Study Tips** to get through your course with the least effort.
6. At the end of each month, complete the **Monthly Reflection** and **Monthly Assessment**. It lets you review the progress you're making, and will help you make the following month better still.

You'll find additional copies of these forms in the online portal.

With best wishes from all of us.

The Blackford Centre

SELF-DISCOVERY AND VISION

This section will help you understand your personality, identify what you're good at, and explore what you want to do.

1. What is my passion in life? What am I passionate about?

2. What three words describe me best?

3. What are the important things in my life?

4. What values are important to me?

5. What is missing from my life?

6. What do I admire about myself? Do I like the person that I am today? What is my best quality?

7. Things I am not good at or that I don't like to do.

8. What do I want to improve about myself?

9. What holds me back?

10. What stresses me out the most? What or who drains my energy?

SELF-DISCOVERY AND VISION

11. What is my biggest strength? What am I good at?

12. What do I enjoy about my work? What do I dislike about it?

13. What things should I do more of?

14. How happy am I? What makes me content?

15. What do I lack confidence in? What do I judge myself about?

16. What would my ideal life look like?

17. What has allowed me to reach this far in life?

18. What things should I do less of?

19. What is my personal definition of success?

20. How do I want to be remembered when I'm gone?

ASSESS YOUR STRENGTHS AND WEAKNESSES

To get started, think about your strengths, weaknesses, opportunities and threats that will affect your work life.

In the chart below, write your strengths and weaknesses. What are your best features, and what are your failings?

Then write the threats and opportunities that might affect your future. These are the outside influences that could affect you.

For help on completing this SWOT analysis (strengths, weaknesses, opportunities and threats), type 'Personal SWOT Guide' into Google.

STRENGTHS	WEAKNESSES

THREATS	OPPORTUNITIES

HOW WILL YOU MOVE FORWARD?

To become successful, you have to be aware of yourself. So, what does this chart tell you? Which action should you take? Write your thoughts in the spaces below. How will you:

1. OVERCOME YOUR WEAKNESSES

2. BUILD ON YOUR STRENGTHS

3. TAKE ADVANTAGE OF THE OPPORTUNITIES

4. PRE-EMPT THE THREATS?

MY GOALS FOR THE NEXT 12 MONTHS

FAMILY AND FRIENDS

1.

2.

3.

PHYSICAL HEALTH AND FITNESS

1.

2.

3.

MENTAL HEALTH

1.

2.

3.

PERSONAL DEVELOPMENT

1.

2.

3.

ROMANCE AND RELATIONSHIPS

1.

2.

3.

EDUCATION AND STUDY	1. _____ 2. _____ 3. _____
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CAREER AND BUSINESS	1. _____ 2. _____ 3. _____
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SPIRITUALITY AND ALTRUISM	1. _____ 2. _____ 3. _____
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FUN AND RECREATION	1. _____ 2. _____ 3. _____
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FINANCE AND SAVINGS	1. _____ 2. _____ 3. _____
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Fill out this plan. It will help you plan your work better.

At what time of day will you study?

On what day(s) of the week will you study?

Where will you study?

Now fill in your target dates on the right. To be realistic, allow a month between assignments, for your study and the marking.

NOTES

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

STUDY TIPS

How to use this section

- Read all the tips.
- Circle any that seem useful to you.
- Decide how you will implement them.

The Basics

Set aside a regular time for study. Choose a time when you won't be disturbed. If you have a family, consider studying early in the morning or late at night.

Choose a place to study. Select somewhere quiet.

Tell your family (if appropriate) that you have allocated that time and place for study.

Be assertive. Don't let others make demands on you during that time.

If you don't understand how to do the course, ask your course advisor. For more specific questions, contact your tutor.

It is better to study regularly for brief periods than doing a lot occasionally. Chunk your work.

Try not to send several assignments at once. If you send one at a time, you can take full advantage of your tutor's comments for the next assignment.

Fill out the Study Plan. It will help you plan your work better.

STUDY TIPS

Getting organised

Set your schedule for studying - Set a schedule when you will do your studies. Set a specific time for studying and a time for relaxing. That way you won't have to miss the fun. Use future fun as motivation for studying in the present.

Set an alert for when you should start studying.

Get rid of distractions. If your phone, computer, TV, bed, fridge or magazines are close by, you will be tempted to cast your study aside. Put distractions out of sight.

Set your phone to silent or Flight Mode when you are studying. That will cut your distractions.

Take breaks at predetermined intervals. It is vital to have some breaks. Otherwise, you will end up feeling weary and fed up. Take at least 10 to 15 minutes break an hour, based on the level of your concentration. Try a change of scenery. Go for a walk. You can also take small meals during the breaks.

Perform one task at a time. Focus on doing one thing at a at a time. When you have lots of things to do, you will feel overwhelmed.

Memory aids

Break down your tasks into smaller ones. You can break down your tasks by tackling the hard ones first. There's an old saying, 'By the yard it's hard. By the inch it's a cinch'.

Acronyms are helpful. Use mnemonic devices for remembering vital pieces of information. For instance, when you had to memorize the col-ours of the rainbow, you may have used an acronym such as Richard Of York Gained Battles In Vain (Red, Orange, Yellow, Green, Blue, Indigo and Violet).

STUDY TIPS

Repetition. Repetition is a good way to remember everything from long lists of formulas, details and important facts. Read important information several times and see how your memory skills improve.

Write notes. Summarise what you have learnt. Writing your own version will help you retain the information.

Flash cards. Write a question about the subject on one side of a card, and then put the answer on the other side. After that, test yourself. Type 'flash card software' into Google.

Mind mapping allows you to connect ideas. They function like your brain, by organising information in a structured way. Type 'free mind map software' into Google

Know yourself

Know when you feel alert. Are you a lark or a night owl? Study when you are at your sharpest. After you determine your body-clock, create a schedule and stay with it.

Stay curious. It's easier to learn if you are interested in what you're studying. You will be motivated naturally to read and learn about it. Adopt a mindset of curiosity.

MONTHLY REFLECTION

What did I achieve in the last month?

What did I spend too much time on?

What did I spend too little time on?

What should I focus on next month?

MONTHLY ASSESSMENT

On a score of 1-10 (with 1 being bad and 10 being great), how would I rate the different parts of my life during last month?
