**5.2. PRACTICAL ASSIGNMENT**

**Personal Growth Leadership Journal**

**Objective.** To help strengthen self-motivation, goal-setting, decision-making, responsibility and self-reflection skills.

**What needs to be done?**

Follow the instructions in the table and keep a diary to self-reinforce the essential qualities of a leader, fostering continuous improvement and the ability to consciously manage your personal and professional activities.

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| Daily tasks for the week | | Blog |
| *Day 1 - Setting objectives* | Set 3 personal goals that could be related to your career, professional or personal development.  Objectives must be **SMART** (specific, measurable, achievable, realistic and time-bound).  For example, "I will read two leadership books in 7 days and make a summary of them. |  |
| Write down your goals in a diary, explaining why they are important to you and how achieving them can contribute to your growth as a leader. |  |
| *Days 2-7 - Daily reflection* | Spend 10-15 minutes each day writing down the day's insights. Answer the following questions:   * + *What were my goals for the day? Did I achieve them?*   + *What challenges have I faced? How did I resolve them?*   + *Have I made decisions that required courage or leadership? How have they affected my progress?*   + *How did I feel today? Did I feel confident when it came to making decisions?*   + *What could I do better tomorrow to get closer to my goals?*   This daily reflective process will help to strengthen self-awareness, self-motivation and the ability to analyse one's actions. |  |
| *Challenge of the day* | Set one personal challenge every day that tests your leadership qualities. It can be anything that requires leadership qualities:   * + **Motivation:** e.g. "I will finish the project today, even if I have difficulties."   + **Decision-making:** e.g. "Today I'm going to make an important decision that has been delayed for a long time."   + **Communication:** e.g. "Today I will give my opinion at the meeting."   Write down how you did and what you learnt from the challenge. |  |
| *Day 7 - Self-reflection questionnaire* | After a week, do a thorough reflection on your achievements. Answer the following questions:   * + *Have I achieved my goals? If not, what prevented me?*   + *How did I manage to meet the daily challenges?*   + *What did I learn about myself as a leader this week?*   + *Which leadership traits have I strengthened the most? Where do I still need to improve?*   + *How can I continue my development in the coming weeks?* |  |
| *Developing a plan for further growth* | Based on the results of the weekly reflection, develop a further plan to improve your leadership qualities. This may include specific books, training or daily habits you want to develop.  For example, "Over the next 2 weeks, I will focus on improving the speed of decision-making and completing pending projects." |  |

This individual exercise will help you develop these leadership qualities:

* **Self-motivation:** daily monitoring of your goals will help you to strengthen your self-motivation and maintain direction.
* **Responsibility:** the day's reflection will encourage you to take responsibility for your decisions and their impact.
* **Self-awareness:** daily self-analysis will help you to know your strengths and weaknesses better.
* **Decision-making:** each day's challenges will stimulate you to make decisions and to improve your decision-making faster and more effectively.
* **Vision:** Setting and achieving goals will develop the ability to plan and focus on long-term results.