Personal & Academic Development

Consider where you are now and where you want to be!

**Step 1** Assess your experience!
- What attributes, skills and qualifications do you have?
- What are your ‘unique selling points’ and strengths?
- What are your weaknesses; how do you compensate?

**Step 2** Examine your successes and setbacks!
- Think of a recent success or setback: what happened?
- How did it happen?
- What will you do about it now, and in the future?

**Step 3** Do a current SWOT analysis!
- What are your current Strengths, Weaknesses, Opportunities and Threats?
- What is your objective?
- What are your long-term goals?

**Step 4** Make a plan!
- What is your aim?
- What things do you need to do to achieve your aim?
- How long will each one take?

Keep Going!
- Review regularly
- Explore options
- TAKE ACTION!

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