

# 12 Tips for Personal Learning and Development

---

- 1. Reflect:** Increase the value you receive from training by scheduling time to reflect on your training experience. You should schedule at least one hour each week for several weeks following the training. Use this time to review key points and action plan progress.
- 2. Visualize:** You've heard the stories of the great athletes that visualize their performance before they step onto the court, run the race, or swing the golf club. Visualization is just as powerful for skills-based training. Imagine yourself using the new skill successfully. What would that look like? What would that feel like?
- 3. Personalize:** Take the time to develop specific, measurable, and actionable goals for the training prior to attending. If you're struggling with this, then challenge your attendance and / or follow-up with the training sponsor for further clarification.
- 4. Add Variety:** Today's complex and rapidly changing business environment demands professionals that are well-rounded in their knowledge base. So expand your horizons. Read different types of magazines. Read more than just leadership books and even expand outside of business books. Diversify your volunteer efforts.
- 5. Promote Accountability:** Opportunities must be provided to apply what was taught in the learning event you attended. It's your responsibility to help create those opportunities. Work with your manager or a peer to set up some goals related to the training. Create accountability for change.
- 6. Compete:** If you really want to change but are struggling; turn your goals into a competition. Get your competitive juices flowing.
- 7. Commit:** Continual learning is a business imperative. Take advantage of the integrated nature of business, identify a new interdisciplinary skill to learn, and commit to studying that skill for a period of time.
- 8. Differentially Invest:** you have limited time, make the most of it by focusing your effort toward mastery of a particular skill. Avoid the scatter shot approach.
- 9. Establish a Routine:** If you want informal learning to happen, you need to schedule it. Set up meetings and download podcasts so they are available when you have a moment, etc.
- 10. Set Milestones.** Take your learning goals and divide them into 3-month, 6-month, 9-month, and 12-month milestones. Then track against them.
- 11. Seek Out Opportunities.** No one is more vested in your career development than you. That means that it's your responsibility to identify opportunities informal and social learning activities that will reinforce your formal learning.

## 12 Tips for Personal Learning and Development

---

12. **Celebrate Success.** You worked hard to reach a milestone. Take the time to celebrate it before launching onto the next one.