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PERSONAL
DEVELOPMENT
PLANNING &
MIRACLE
MORNING



WHAT IS A PERSONAL DEVELOPMENT PLAN?



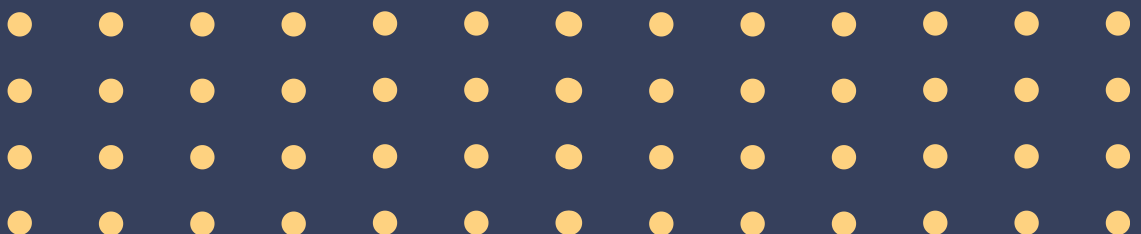
A personal development plan (PDP), is a documented plan that outlines your goals, what strengths you already have in those areas, what you need to change to achieve those goals, and what skills you need to improve in your areas of weakness. Think of it as a detailed roadmap that guides you throughout your journey to successfully reaching your goal. A PDP can be used in various aspects of your life, including in the workplace, higher education, in your business, career and life in general. You can also include personal and spiritual milestones you would like to achieve.

A PDP might be 12-month targets, or they might be long-term goals that could take many years to achieve. A PDP should break them down into manageable milestones with realistic deadlines, but there are no upper limits to how ambitious you can be.

Personal development is all about improving yourself, expanding your mind, becoming healthier and fitter and essentially becoming a better version of yourself. This could be through a whole range of stuff – being educated through reading a book, taking a course, listening to an inspiring podcast, eating healthily, getting exercise and taking care of your mindset through meditation etc.

It's kind of like a bank account. Every day you make withdrawals from that bank account and if you never make any payments into that bank account, over time the balance on that bank account will go down and down until there's nothing left or even worse you're overdrawn – in the red.

With all the demands that we have placed on us every day – work, business, childcare, family, friends, housework, paying the bills - we are constantly making withdrawals from our bank account of life. If we don't do anything to balance that out then we can end up in a difficult position. By investing time and effort in our personal development it's like making a payment into your bank account that puts you back into good shape.



Out of the red and into the black.

Investing in yourself is the best investment you will ever make. That investment can come in the form of financial investment, time committed as well as an emotional investment.

The starting point is by genuinely believing you are worth it and having a clear personal development, ideally written down so you can work towards your goals and aspirations.

WHY DO YOU NEED A PERSONAL DEVELOPMENT PLAN

So why is your personal development so important? There are so many reasons why having a personal development plan is important.

If you have goals or aspirations for the future, it's important that you prioritise Personal Development Planning. Perhaps you want to take on more responsibility at work, move into a new career path, start a business, learn a new skill or network with a whole new set of people. Whatever your goals are a plan can help you get where you want to go faster and more effectively.

As Jim Rohn, personal development expert, said: 'If you don't design your own life plan, chances are you'll fall into someone else's plan. And guess what they have planned for you? Not much.'



There are so many reasons why you need a personal development plan, and here are just 5 to get you going:

1. Helps you grow as a person overall
2. Broadens your perspective and helps you see the world differently
3. Keeps your mind active and curious to learn new things
4. Helps challenge you in new creative ways
5. Keeps your body and mind healthy

There is light and shade in everything we do – ying and yang. By focusing on your personal development you help keep yourself in balance so that when demands, challenges and opportunities are thrown at you, you're in the best shape possible to deal with them and make the most of life in all its glory.

By investing in your personal development you are saying I want more, I want to be a better version of myself, I want to be in good shape to achieve more, I don't want to settle for mediocrity, I want extraordinary!!!

If we don't change and improve, our life won't change and improve!

WHAT SHOULD BE INCLUDED IN A PERSONAL DEVELOPMENT PLAN?

Nobody has a one-dimensional personality, yet it is easy to become blinkered in your ambitions for your own development. This can lead to an imbalance between your qualifications and your soft skills, or your career history and free-time activities.





The five areas of personal development help you to improve in broad terms, so that you can take a balanced approach to your progression. Generally speaking, the five areas of personal development are:

- **Emotional:** This can be quite abstract and difficult to pin down, but covers areas like coping with stress, positive mindset and ‘knowing’ yourself
- **Mental:** Also called cognitive or cerebral, this is about exercising your mind to stay open to new learning opportunities whenever they may arise.
- **Physical:** Physical health can underpin good mental health, and it’s often easy to set achievable goals such as time spent exercising, healthy weight loss or a target BMI.
- **Social:** This can include communication skills such as learning a new language or improving the way you interact with other people. It can also include specific networking goals.
- **Spiritual:** Spirituality does not necessarily mean religion. Instead, it is about how you perceive the world around you – your world – and the impact this can have on yourself and your personality.

You might find some elements of personal development more appealing than others. For example, you might find it easier to work towards concrete goals, like physical fitness or career progression, than more abstract spiritual and social destinations. A Personal Development Plan is your opportunity to challenge yourself by setting multiple goals, including some you might not normally feel comfortable working towards. You can prioritise the goals you feel are most achievable – or alternatively, prioritise those you find most difficult to achieve, so that you do not neglect them in the long run.





HOW TO GO ABOUT CREATING A PERSONAL DEVELOPMENT PLAN FOR YOURSELF

Only by working on yourself can you get outward results. This is very much the idea of working from the inside-out. Your external world is a direct reflection of who you are internally, how you think, what you believe in and your mindset

Making a commitment to allocating time, and ruthlessly protecting that time, for your personal development is the first critical step.

Personal development plans will differ from person to person because they're dependent upon an individual's goal.

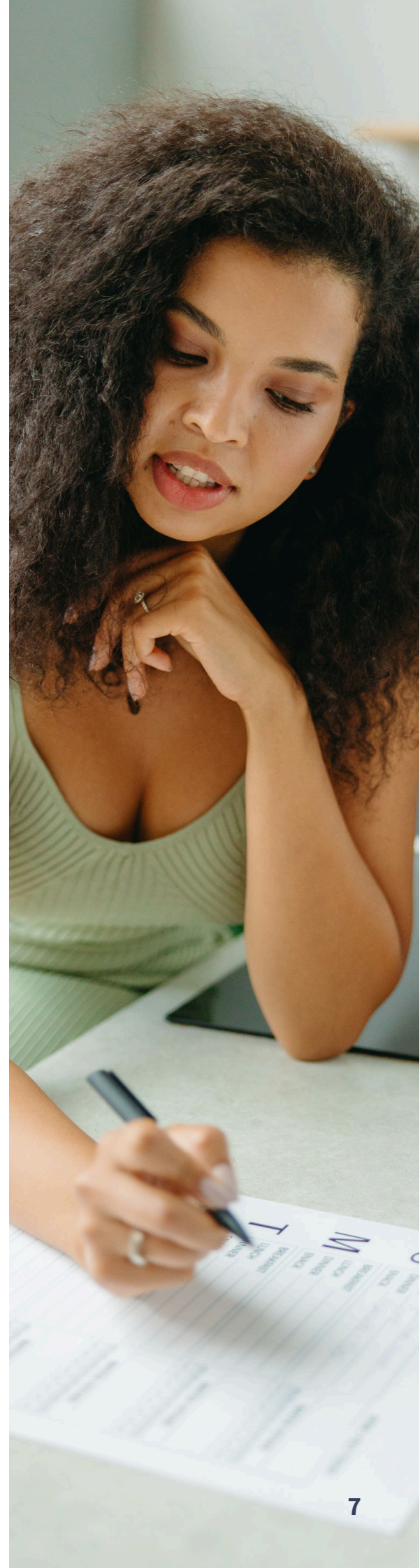
Ten steps you can take to creating a personal development plan for yourself are as follows:

1. Evaluate your strengths and weaknesses
2. Make a list your goals and objectives
3. Identify the skills you need to reach your goals
4. Assess which of those skills you already have, which you might want to develop further
5. Scope out any new skills that you need to develop from scratch
6. Put clear metrics around your goals make them SMART
7. Make a clear plan for your development
8. Create specific time in your day, week and month to work on your personal development
9. Review progress on a regular basis, weekly, monthly, quarterly, annually
10. Tweak and refined your personal development plan



This is the definition of SMART goals and objectives:

- **Specific:** Be specific with what you want to achieve. Instead of a vague goal like, “I want to make more money this year,” turn it into something more specific like, “I want to make 30 percent more money in the next 12 months.”
- **Measurable:** Make your goal measurable so that you can track your progress and stay motivated. Include a specific number or date, so that you have something concrete to work towards.
- **Attainable:** Don’t set yourself up for failure. Set goals that are realistic and that you have full control over. For instance, “Getting a promotion” is heavily dependent on your manager.
- **Relevant:** Is your goal relevant to you? Will it help improve your career or quality of life? Look at the overall picture and be sure that your objective is relevant to you your long term career objectives.
- **Timely:** Every goal needs a date or deadline. Having a time-bound goal will help keep your priorities in check and tasks on track. When setting a deadline for your goal, be realistic. Can you really complete your task in 6 months, or is one year more attainable?



EXAMPLE OF A MIRACLE MORNING

I'm a big believer that by starting off your day in the right way, sets the tone for the whole of the rest of your day. Therefore your morning routine is critically important.

Not everyone is on the same patterns though as some people are morning people and other people are night owls. There is no right or wrong so you need to find the right time of day to work on yourself and your own personal development.

The example that I will take you through now is based on the book *The Miracle Morning* by Hal Elrod. I can't take credit for the concept, but this is very much what I personally put into practice every day, which has helped me constantly be a better version of myself than the day before and has helped me create my £ multi-million portfolio of businesses.

You can create whatever version of this works for you, at whatever time of day works for you, but this will give you a template and guideline of the key components:

1. CORE COMPONENTS

The core components of a miracle morning are as follows:

S - Silence

Time to be quiet and just focus on your breathing. This could be a good time to practice some yoga or meditation or equally just to be totally quiet with no noisy distractions. I personally find this quite hard as I am constantly on the go but it gets easier with practice.





A – Affirmations

Affirmations can feel awkward when you first start them as it basically means saying out loud what you want to be, what you want to achieve and your vision & purpose for yourself, your business, career, family and life. I often do this whilst I'm in the shower as an example. By saying it out loud you are training your subconscious brain to help make your dreams a reality.

V – Visualisation

Close your eyes and literally visualise what you're aiming for in the future. The more detail, feeling and emotion you can put into this the more impactful your visualisations will be. This can all sound a bit woo woo to people but it really does work if you have an open mind and are prepared to give it a go. Importantly don't just visualise yourself in that moment in the future where you have achieved what you want, but also visualise the steps and actions you need to take to get you there.

E – Exercise

Having a healthy body I believe also leads to having a healthy mind too. Exercise affects your energy levels, fitness levels, clears your head and the positive endorphins that are released certainly affect your mood.

R – Reading

Spending time reading is a great way to learn new things and expand your mind. I commit to reading a minimum of 10 pages of a book each morning. Over the course of the year that's 3,650 pages so the equivalent of 8-14 books a year.

S – Scribing

Keep a diary/journal or noting down learnings from what you read & how you may apply that to your business, career and life can be hugely beneficial. It helps to get all those ideas, thoughts and feelings out of your head and onto paper. It also acts as a useful record that you can refer back to at a future date to see how far you've progressed, what you've learnt and how you're moving forward



You need to find what the right routine is for you and which order you prefer to do things in. For me personally I do silence, affirmations, visualisation, reading, scribing and then exercise last. It totally sets me up for the day and has made such a huge way to how effective I am and the results that I am getting.

Some people like to do their exercise first so that they get the adrenalin rush to kick them off straight away.

We're all different so find the structure and order that is right for you.

2. STRUCTURE

I often get asked about how much time do you need to do this. I would recommend 60-90 minutes. If you can dedicate as much time as possible you will reap the rewards. Often this may mean you need to get up an hour earlier so you can fit this into your busy schedule. However the benefits are more than worth it. The reality is whatever time you can dedicate to your personal development is beneficial, even if that is just 10 minutes. Something is always better than nothing.

A typical structure and time allocated could look like this:

Activity	Time
Silence	5 mins
Affirmations	5 mins
Visualisations	5 mins
Exercise	20 mins
Reading	20 mins
Scribing (writing)	5 mins
Total	60 mins

At times life is super busy and even with the best intentions and routines, there may be the odd day where you just don't have 60-90 minutes. As an example, if you only have 6 minutes that you can dedicate to this, you can still make an impact even by spending just 1 minute each of the 6 areas, so there really are no excuses!!!

3. EMBEDDING NEW HABITS

It takes a bit of time to get into a new routine. They say that it takes 21 days to establish a new habit but 30 days to really embed it into your life so that it becomes second nature. The key with this new routine is therefore to keep going. As an overview you can expect the following:

Days 1-10 Phase One – Unbearable

The first 1-4 days will most likely be easier as it's all new and exciting, but as the newness wears off reality sets in. As the novelty of the first few days may have worn off, this is where your focus and determination needs to kick in.

Days 11-20 Phase 2 – Uncomfortable

After the first 10 days it starts to get easier as your body and mind has started to adjust. You'll also have gained some confidence and will be starting to feel the physical and mental benefits.

Days 21-30 Phase 3 - Unstoppable

As you get past day 20 you can really feel and see the benefits and hopefully have adjusted your diary to accommodate. However many people make the mistake by believing it takes 21 days to form a new habit and therefore the job is done. However that can be a mistake and often people fall back into old routines. Days 21-30 are when your new routine and habits become really embedded so that they stay with you for life.

I genuinely can't recommend having a Miracle Morning highly enough. If you are serious about changing your life for the better, this can play a major part in helping you get there.

Remember:

- THE BEST INVESTMENT YOU CAN EVER MAKE IS IN YOURSELF
- DON'T ACCEPT MEDIOCRITY, STRIVE TO BE THE BEST VERSION OF YOURSELF, GO FOR GREAT
- BE BRAVE, BOLD & BRILLIANT



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