

Personal Action Plan

Strengths:

- Problem Solving
- Creativity
- Willingness to learn
- Troubleshooting
- Resilience

Weaknesses:

- Patience
- Time Management
- Sudden Changes

Goals:

Patience – My patience is short only for the things that I don't enjoy doing. If I don't find it interesting, then I can lose interest very easily. This can be a problem within the industry as the certain paperwork that no one enjoys doing but needs to be done anyway does fall under this.

To improve my patience, I will take the following SMART steps:

Specific – To improve patience on necessary things important to the events industry.

Measurable – I will know this has improved as my work may be of a better quality as well as if needed, I can stick a camera for an hour of me doing work as see how much I move and fidget.

Achievable – It is more than achievable as I just need to find a working method for me to 'enjoy' doing the thing that is needed.

Relevant – This is relevant to the events industry as 'patience is a virtue' you must do things you don't want to do and sometimes everything doesn't always go your way.

Timed – The time limit here will be a long-term thing, slowly progressing over time.

Hopefully this can be grasped by the time that I leave uni in 2026.

Time Management – My time management is the issue of me not completing deadlines its more the issue of how I get there, sometimes I am really organised and efficient, other times I am all over the place.

To improve my time management, I will take the following SMART steps:

Specific – To improve my time management in organising my workload better for more efficiency.

Measurable – This is not something I can measure in number but more so feelings. I will know when I have subconsciously done things better when I don't feel overwhelmed by certain pieces of work.

Achievable – Personally this could be the harder one to achieve as this is trying to break a life-built habit. However, if I use my resilience, it should be more than possible.

Relevant – It is relevant to the events industry as sometimes you can have a nice flow of work then suddenly you are hit with another event that you need to prep and your work could have more than tripled in the matter of seconds, so it's about trying to deal with that better and more efficiently. Hopefully to be finished by June 2026.

Sudden Changes – I don't like sudden changes that I don't see coming. I never have. My aim with this is to cope better with these changes and how I can see them coming and what I can do to make the better of it.

I will improve this by the following SMART targets:

Specific – To improve my mentality to sudden changes by adapting to the how I can see them coming, if I can have contingencies and how I can make the better of it.

Measurable – This can be measured by a log of events that were sudden changes and tracking how I coped.

Achievable – This is more than achievable as I think in more recent year this has improved so when I try and improve it should be easier.

Relevant – In the events industry changes are bound to happen. Some you can see from miles away, but some get to you right round the corner. If I can improve my mentality to these sudden changes, then I can adapt to them better and become a more valuable member to the team. Hopefully to be finished by June 2026.

Goal Timeline:

Now (April 2024) – Start on my patience.

December 2024 – Start on my time management.

February 2025 – Evaluate patience progress.

May 2025 – Start on sudden changes.

September 2025 – Evaluate on time management progress.

December 2025 – Evaluate on sudden changes progress.

January 2026 – Start on tying up loose ends and finalise all improvements.

June 2026 – Evaluate all improvements.

Ongoing Professional Development:

Professional development in the industry is important especially as a freelancer as it makes you more employable by clients and employers. For me now Uni is giving me the professional development as well as my workplace in a theatre.

Some of the external qualifications I hope to have are:

- First Aid training
- Scissor Lift/ Genie training.
- Rigging qualification

Conclusion

My personal action plan is a way to improve myself in the events industry and as a person overall. To keep on track, I can ask friends and family to kick me back into place and hold myself accountable for my own goals.