***Learning how to learn as a factor of professional success – training materials***

Factors influencing learning to learn:

* **Initiative** - belief in your own capabilities in achieving the goals and the need to set new ones in the lifelong learning process.
* **Strategy planning** - focus on problem solving requires constant overcoming obstacles, learning and shaping the ability to self-development.
* **Monitoring progress** - a critical look, referring to previously set goals and constantly assessing your work according to the adopted criteria.
* **Modifying the plan** - responding to emerging obstacles, looking for other solutions, information and support, drawing knowledge from one's own and someone else's life experiences.
* **Verification of own needs** - reflection on the purpose of learning, updating educational needs that we impose ourselves or are imposed on us professionally and socially, especially in the long term.

**WEEKLY PLAN**

**Exercise 1)**

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- What determined the tasks layout?

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- What was the prioritization?

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- What guided the group in setting the plan for the week?

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- What obstacles did they face?

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- What was helpful?

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**CONCLUSIONS**:

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**Eisenhower matrix**

**REMEMBER !**

**A man who is aware of the processes occurring in his head can use them much more effectively and with greater ease**

* **"Important - urgent" -**these are matters which, if not performed on time, may have negative effects, often very unpleasant or unfavorable
* **"Important - not urgent" -** is a square referring to our life priorities, i.e. planning, improvement and searching for new opportunities
* **„Not important- urgent" -** is a square where all our daily duties go
* **„Not important - not urgent" -** is the square where the tasks called "time wasters" go

**MY „TIME-WASTERS”**:

**URGENT**

**NOT URGENT**

**IMPORTANT**

**NOT IMPORTANT**

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- What were the reasons that the goals were not achieved?

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- What areas did the objectives cover?

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- Is there anything that holds you back besides the reasons you wrote?

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- What should be changed?

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- What was missing at the first target?

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**CONCLUSIONS**:

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………………………………………………………………………………………………………… **S**pecific

**M**easurable

**A**ttractiveness

**R**ealistic

**T**ime-framed

* **Specific –** the goal should be well defined and specific
* **Measurable –** means that we know exactly, and then we will know that our goal has been achieved, because we are able to monitor and measure its implementation
* **Attractiveness –** the goal must be above all a challenge, but also cause the development of its contractor
* **Realistic –** this is a goal that is within the reach of the contractor, so that people who are to achieve it have sufficient resources needed to achieve it
* **Time-framed -** the goal should be defined in time

**PLANS ACCORDING TO „SMART” METHOD**

**Exercise 2)**

**Aims:**

* be happy
* lose weight
* to be rich
* start your own business
* take care of health
* BE HAPPY

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* SLOSE WEIGHT

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* TO BE REACH

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* START YOUR OWN BUSINESS

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* TAKE CARE OF HEALTH

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**MY SMART**

**Exercise 3)**

**Goal:**

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**CONCLUSIONS**:

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…………………………………………………………………………………………………………Creating the right environment to achieve the goals, ability to take appropriate activities to achieve them, and finally the specification of the goal, allow for the next step in acquiring learning skills. It is necessary to change the behavior and implement new habits or change those that have a destructive effect on the process of constant assimilation of new information. Stephen Covey has developed a set of behaviors that, when used together to achieve a goal, will effectively lead us to it:

* **Proactivity**

A proactive man takes over and takes the initiative, which is also associated with taking responsibility for his actions and decisions

* **Start with the vision of the end**

Only after the determination of endpoint you may start determining subsequent actions within cause-effect, consisting of lower (short-term) the purpose of which lead to the ultimate (long term).

* **Most important first**

Defining priorities is the basis. Important matters should be done first, so place them at the beginning of the list of actions and ensure that they are carried out.

* **Act according to WIN-WIN strategy**

An interaction with people in such a way to ensure the satisfaction of both parties rather than focus solely on yourself, is the basis of successful pursuit of the goal. This will allow you to use the knowledge and experience of others.

* **Understanding over being understood**

P emphasizes the importance of first understanding the point of view of others, and then focusing on letting ourselves be understood. This in turn significantly increases the level of effectiveness and makes it easier to find a solution to the problem.

* **Synergy**

The cooperation will be a great support in achieving the goal. Creating a complete task is more than just the sum of its parts.

* **Saw sharpening**

It is nothing but creating a habit of constantly developing others. This requires the development of each of the areas: spiritual, physical, social and mental, saw sharpening. Covey called actions that make man constantly maintain the development of each of these areas. The current state of each of them is the foundation for action.

**NOTES:**

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