

# My Personal Development Plan

Good habits formed at youth make all the difference. - Aristotle



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# INTRODUCTION

## I. Principles of Success in Islam

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"Who has created death and life that He may test you which of you is best in deed."

The Holy Quran, Surah al-Mulk, 67:2

Obeying Allah (SWT) and His Messenger, Prophet Muhammad (saw)

Allah, the Exalted, says "... whoso obeys Allah and His (Prophetic) Messenger, He (Allah) will make him enter Gardens (in Paradise) underneath which rivers flow, to abide therein. And that is the great success." (4:13)

Desiring the reward of the Hereafter

"Whosoever desires (by his deeds) the reward of the Hereafter, We give him increase in his reward, and whosoever desires the reward of this world (by his deeds), We give him thereof (what is decreed for him), and he has no portion in the Hereafter." (42:20)

Small actions done with consistency

A'isha (ra) said that Rasulullah (saw) said : "The deeds most loved by Allah SWT (are those) done regularly, even if they are small". (Bukhari, Muslim )

Allah SWT will judge hearts and actions

Abu Hurayra 'Abdu'r-Rahman ibn Sakhr said that the Messenger of Allah (saw), said, "Allah does not look at your bodies nor your forms but He looks at your hearts and your actions."

### Conditions for the Deeds to be accepted

- Actions are but by intentions

'Umar b. al-Khattab narrated that the Prophet (S) said: Deeds are [a result] only of the intentions [of the actor], and an individual is [rewarded] only according to that which he intends..." (Bukhari and Muslim)

The messenger of Allah said, that Allah says "When my slave intends to do an evil action, do no record it. If he does it, then write it down as one bad deed. If he intends to do a good deed and does not do it, then write down as one hasanah, and if he does it then write it down as ten." (Saheeh Muslim)

Self-Control and Purification of the Nafs (soul, the psyche, the ego, self, heart or mind)

"By the Soul, and the proportion and order given to it; And its enlightenment as to its wrong and its right;- Truly he succeeds that purifies it, And he fails that corrupts it!" (Qur'an 91: 7-10)

"As for whoever exceeded the limits and preferred the life of this world, surely his abode will be the Fire; and as for whoever feared to stand before his Lord and restrained the desires of his self, surely his abode will be the Garden." (Sura 79:39-40)

Qalb-e-Saleem (Immaculate Conscience)

"The day on which property will not avail, nor sons. Except him who comes to Allah with a heart free (from evil)." (26:88-89)

"But He will call you to account for what your hearts have earned, and Allah is Forgiving, Forbearing." (2: 255)

## II. Time Management and Islam

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"By (the token of) time (through the ages). Verily mankind is in a state of loss, except those who have faith and do righteous deeds, and (join together) in the mutual teaching of truth and of patience and constancy." - The Holy Quran, Chapter 103

The 5 daily prayers are a blessing from Allah SWT and serve as pegs to schedule tasks/activities around

Most productive time: early morning. On the authority of Sukhr Al-Ghamidi: "The Prophet supplicated to Allah and said, 'O Allah, bless my nation's early rising.' Aisha reported a Hadith with a similar meaning; the Prophet (sallallahu `alayhi wa sallam) said, "Rise early to earn your living and do your affairs, for it brings about blessing and success." [at-Tabarani]

The Prophet Muhammad (May Allah's Peace & Blessings be upon him) used to divide his time in three main portions at home:

- o Time for Devotion to Allah SWT
- o Time for Family Needs
- o Time for Personal Needs (divided into 2 parts)
  - Self
  - Other people

Value of Time:

Narrated by Ibn-Abbas; the Prophet (sallallahu `alayhi wa sallam) said, "Grab five things before five others: your youth before your decrepitude, your health before your illness, your wealth before your poverty, your leisure before your work, and your life before your death." [al-Hakim in al-Mustadrak]

Prophet Muhammad (peace be upon him) said: "There are two things that people are not aware of how important they are: health and time."

Don't abuse time:

The Prophet Muhammad (peace be upon him) said: "God said, 'The offspring of Adam abuse time, (even though) I am Time.'"

A Muslim's responsibilities towards time usage:

1. Ensuring benefitting from time
2. Utilizing leisure time
3. Racing for good deeds
4. Learning from the passage of time
5. Seeking the superior times
6. Planning and organizing time
7. Fulfillment of time commitments
8. Necessary awareness of time wasters

“Close has come to mankind his accounting. Will he still be heedless?”  
(Quran Al Kareem 21: 1)

**My Mission Statement**

My Definition of Success:

My Ultimate Goal:

# Contract for Personal Development

I, \_\_\_\_\_ make a commitment to myself in \_\_\_\_\_ (year) to set on a life-long journey of self-development with a sincere commitment to improve myself in all areas of my life and to work towards attaining my ultimate goal: \_\_\_\_\_.

By developing a self-development plan that includes Tazkiyah-al-Nafs (Purification of the Soul), Tarbiyah (Character Development), Taleem (Knowledge), Taffakur and Tadabbur (Reflection and Contemplation) I want to ensure my success in both this life and the Hereafter.

I commit to:

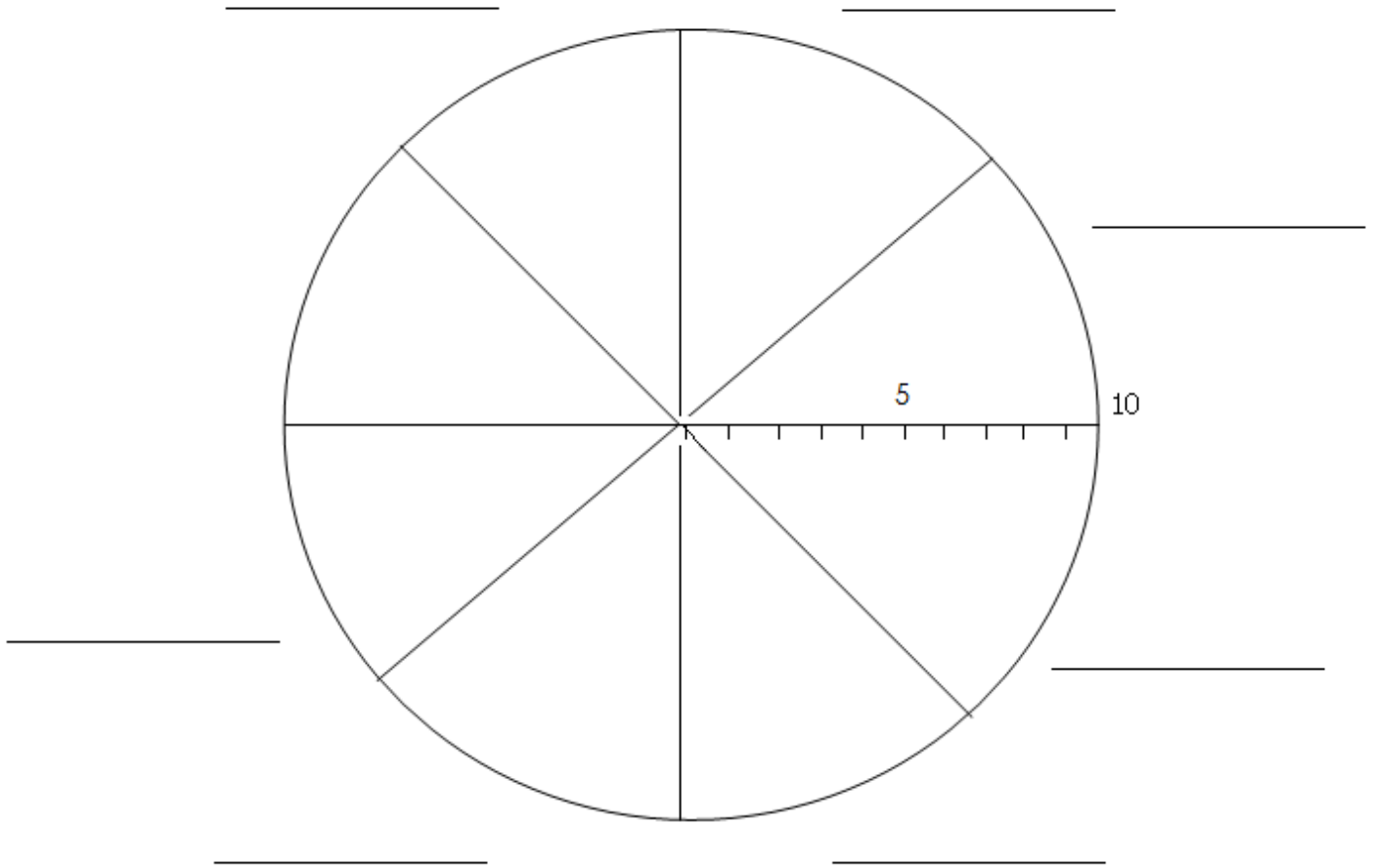
- Being honest in my evaluation of my strengths and weaknesses
- Reviewing my goals on a daily, weekly, monthly and yearly basis
- Staying focused and avoiding a self-defeated attitude
- Seeking guidance from Quran and Sunnah
- Supplicating for steadfastness and patience
- Seeking assistance through Salaah
- Acting on the knowledge I gain and propagating it

Date Signed: \_\_\_\_\_ (d/m/y)

Contractor Signature: \_\_\_\_\_

Those who want to reform the world must first reform themselves. - Fethullah Gulan

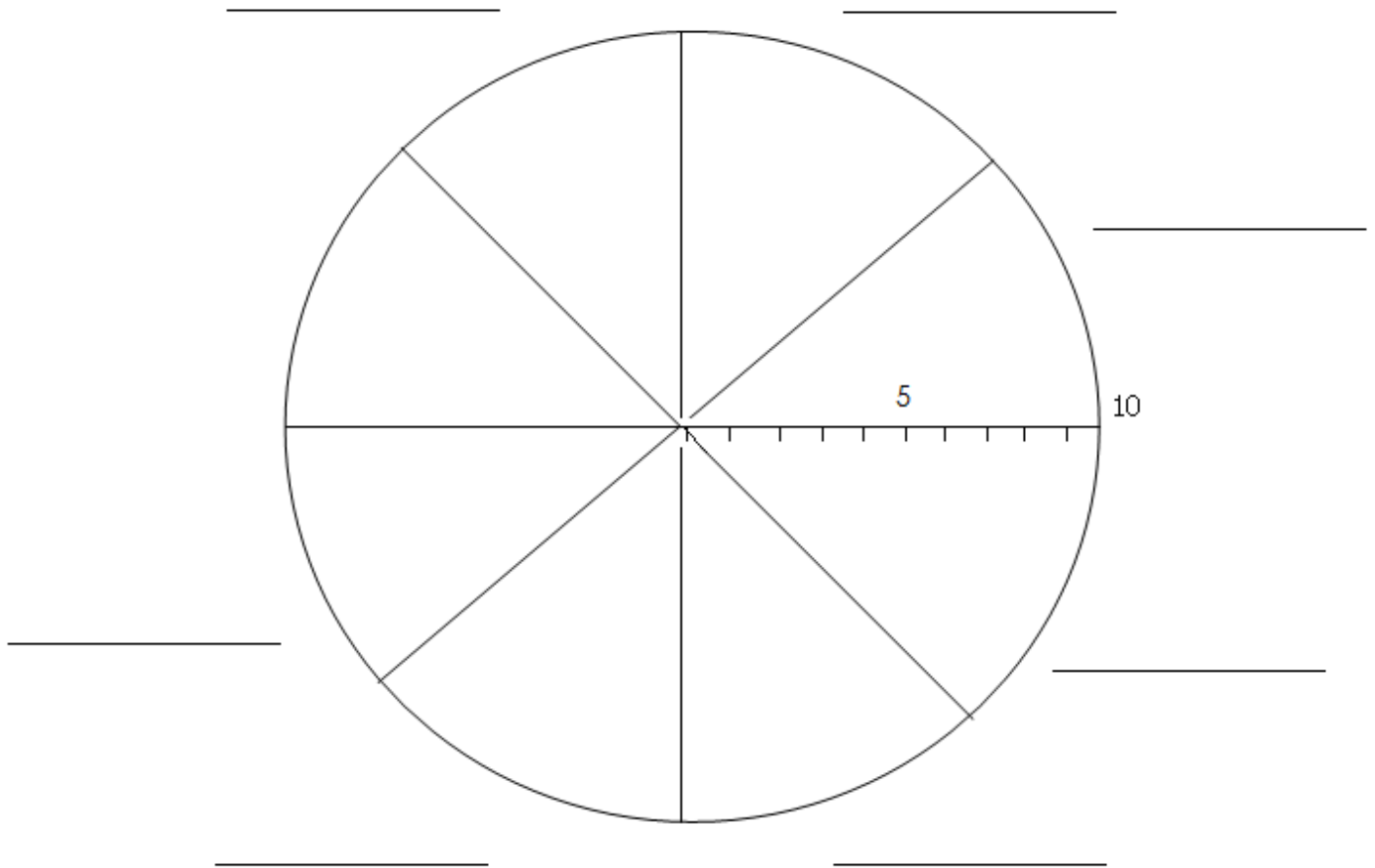
## Wheel of Personal Development (Life Categories)



**Reflections:**

You aspire to the heights, but you are stuck in the mud, you aspire to the Garden (Paradise), but you are not doing the work that must be done in order to gain entry to it. - Shaykh Abdul Qadir Jilani

## Wheel of Spiritual Development



### Reflections:

Nothing is difficult if you seek it through your Lord. Nothing is easy if you seek it through yourself. - Ibn Atallah

## Action Plan

Area of Self-Development: \_\_\_\_\_

### What is my Current State?

What are my strengths?

Strengths:

- 1.
- 2.

What are my weaknesses?

Weaknesses:

- 1.
- 2.

What are the common feedbacks (positive / negative) that I received from others?

Feedback:

- 1.
- 2.

What are the performance indicators I notice?

Performance Indicators:

- 1.
- 2.

What areas do I need to focus on?

Focus Area Priority:

- 1.
- 2.
- 3.



## What is my Desired State?

What do I hope to improve achieve?

Desired state (from identified focus areas)

Be descriptive of what you can do (ability and knowledge level)

- 1.
- 2.
- 3.

Why do I want to achieve that?  
What does it give to me?

Why do I want it?

- 1.
- 2.
- 3.

## How do I get there? What is needed?

What must I improve/learn/experience to achieve that desired state?

- 1.
- 2.
- 3.

What are the possible resources to improve/learn/experience?

Resources:

- 1.
- 2.
- 3.

What potential actions can I take today to start to achieve this state?

Potential Actions:

- 1.
- 2.
- 3.
- 4.
- 5.

## Timeline

When do I want or need to achieve the desired state by?

What is my schedule to work on these focus areas?

Focus Area 1: \_\_\_\_\_

Start date:

Date of completion:

Short Term Goal:

Medium Term Goal:

Long term Goal:

Hours per week:

Day-time:

Day-time:

## Measure of Progress & Assessment

What measurement tools will I use to track my progress?

How often will I measure my progress?

Log  Tracking Sheet  Self-Evaluation Sheet

Daily  Every Friday  2 X a week  Weekend only

Weekly  Monthly  Yearly

## Potential Obstacles & Consequences

What are the potential obstacles I may face in trying to achieve this goal?

What are the potential consequences of not achieving this goal?

Obstacles:

- 1.
- 2.
- 3.

Consequences:

- 1.
- 2.
- 3.

## Notes

Use this space to document any additional notes

# My Personal Development Plan

## Long-Term Goal Setting

Category :	
	Goals
20 + Years	<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li></ul>
10 Years	<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li></ul>
5 Years	<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li></ul>
3 Years	<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li></ul>
2 Years	<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li></ul>
1 Year	<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li></ul>

# My Personal Development Plan

## Short-Term Goal Setting

Category :	
	Goals
6 months	<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li></ul>
3 months	<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li></ul>
1 month	<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li></ul>
2 weeks	<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li></ul>
1 week	<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li></ul>
Today	<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li></ul>

Category:

**High Impact**

**High Effort**

**Low Effort**

<b>Goal 4</b>	<b>Goal 1</b>
<b>Goal 5</b>	<b>Goal 2</b>
<b>Goal 6</b>	<b>Goal 3</b>
<b>Goal 10</b>	<b>Goal 7</b>
<b>Goal 11</b>	<b>Goal 8</b>
<b>Goal 12</b>	<b>Goal 9</b>

**Low Impact**

# High Impact, Low Effort Goals

Personal Development Categories	High Impact, Low Effort Tasks	Daily	2/3 x a week	Wkend Only	Monthly
Physical Health	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Spiritual	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Intellectual	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Career	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Social	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Emotional	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Financial	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

# High Impact, Low Effort Goals

Spiritual Development Categories	High Impact, Low Effort Tasks	Daily	2/3 x a week	Wkend Only	Monthly
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Month: \_\_\_\_\_

## Personal development Outcomes

Identify an outcome for the month for each category:

1. Physical Outcome

2. Spiritual Outcome

3. Intellectual Outcome

4. Career Outcome

5. Social Outcome

6. Emotional Outcome

7. Financial Outcome



Month: \_\_\_\_\_

Spiritual development Outcomes

Identify an outcome for the month for each category:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

Book of the month: \_\_\_\_\_

Get rid of this habit / Adopt this habit (30 Day Challenge): \_\_\_\_\_

Queue	Week	Targets	Start Date	End Date
Daily	Week 1			
	Week 2			
Bi Weekly	Week 3			
Weekends	Week 4			
Monthly				
What worked?	What didn't work?		Need to Improve:	

Week's Vision

Personal Development

Identify at least one result/outcome for each category of the week:

1. Physical Outcome

2. Spiritual Outcome

3. Intellectual Outcome

4. Career Outcome

5. Social Outcome

6. Emotional Outcome

7. Financial Outcome

Week's Vision

Spiritual Development

Identify at least one result/outcome for each category of the week:

1.

2.

3.

4.

5.

6.

7.

## Week at a glance

Week of : \_\_\_\_\_

Day	Targets / Outcomes

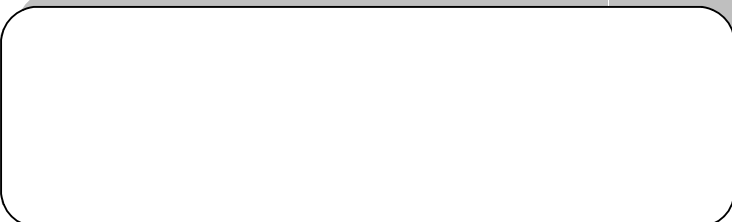
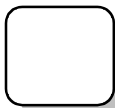
## Weekly Reflection

Identify three things going well:

- 1.
- 2.
- 3.

Identify three things to improve:

- 1.
- 2.
- 3.



Planned Tasks

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Priority Matrix

<b>Urgent / Important</b>	<b>Not Urgent / Important</b>
<b>Urgent / Not Important</b>	<b>Not Urgent / Not Important</b>

Muhasaba

Salaah : Fajr  Zuhr  Asr  Maghrib  Isha'a  Sunnah 12

Nawafil: Tahajjud  Ishraaq  Before Asr

Azkaar/Istaghfaar: After Fajr  After Maghrib

Quran: Recitation  Translation  Tafseer

Knowledge: Quran  Hadith  Seerah  Arabic  Lectures  Courses

Fasts: Monday  Thursday  Other

Quran Memorization  Surah Reviews  Improved Tajweed

Before Sleeping: Surah Mulk  Surah Sajdah

Sadqaah, Charity  Revived a Sunnah

Commanded good  Forbade Evil

Book of the Month: \_\_\_\_\_

Parents Haqooq  Reflected about death

Personal development  Blog Update

- Worship**
- Family**
- Self**
- Others**

DAILY REFLECTIONS

A large, empty rectangular box with a thin black border, intended for writing daily reflections. The box is positioned centrally on the page, below the title and above a thick grey horizontal bar at the bottom. The interior of the box is completely blank, providing space for text.

