

See discussions, stats, and author profiles for this publication at: <https://www.researchgate.net/publication/263659715>

STRATHMORE UNIVERSITY SOCIAL AND POLITICAL PHILOSOPHY SENIOR STUDENTS PERSONAL DEVELOPMENT...

Article · January 2009

CITATIONS

0

READS

307

1 author:



[John Branya](#)

Strathmore University

4 PUBLICATIONS 0 CITATIONS

SEE PROFILE

SAMPLER

PERSONAL DEVELOPMENT PROJECTS

PRINCIPLES OF ETHICS



IHEDS



STRATHMORE UNIVERSITY

AUGUST 2009

INTRODUCTION

This is a collection of Personal Development Projects reports done by some of the 66 evening class students of Principles of Ethics during the 2nd Semester of the year 2009. There are not necessarily the best, but they are significant.

They show how «applied philosophy» could benefit all of us. A sound grounding of philosophical concepts improves our way of seeing ourselves, others and our environment. Because actions follows knowledge, proper knowledge of what we are and what we are meant to do, improves our actions, for our own and others benefit.

The reports included in this sampler have been modified to preserve the privacy of the authors. Except for names and companies, the rest are «real life» situations, perceptions, attitudes and behaviours.

The purpose of this sampler is to help each one of us to «budget our life» seeing how our colleagues do it. For those who want to try I have included the instructions given to the students for the project.

The results of these projects are not the consequence of one subject, or one lecturer, but of the sum of efforts of the students themselves, many lecturers, mentors and other personnel who remain, as the authors, anonymous in the background, for example the project methodology was developed by Ms. C. Dean among others.

John Branya

26th August 2009

TABLE OF CONTENTS

INTRODUCTION	2
BETTER PUBLIC AND PRESENTATIONS SKILLS	4
TOPIC: DELEGATING DUTIES TO FREE PERSONAL SPACE.....	9
ANGER MANAGEMENT	14
QUALITY FAMILY TIME.....	17
FORGETFULNESS.....	21
GIVING PROMPT FEEDBACK	24
COMPLETE STUDIES WITH PREGNANCY	27
BALANCE WORK, HOME, STUDY	34
IMPROVE READING HABITS – DEVELOP A READING CULTURE.....	37
FOSTERING A STRONG FAMILY RELATION THROUGH PRAYER, PRAISE AND APPRECIATION.....	40
HANDOUT : Project Instructions	44

BETTER PUBLIC AND PRESENTATIONS SKILLS

‘You can have brilliant ideas but if you cannot get them across, your ideas will not get you anywhere’ alludes Lee Iacocca. It is in this light that I thought of self discovery and decided to improve on one of my major weaknesses manifesting itself to a vice that is called ‘fear’ resulting to a negative attitude. The goal focused on discovering my public and presentation skills since it was very relevant for personal development at home, office and social life. I decided to use my close family members, colleagues, classmate and friends since these are the people I interact with every single day of my life.

There is need to express myself clearly and communicate effectively. To quote a public speaker on a movie called good public speaking by John Sibi-Okumu “Although I cannot change the way I respond to certain stimuli, I can certainly change the behaviors that create and magnify the stimuli in the first place” Therefore, after learning my personal trait I have chosen to properly do something and educate my public and presentations skills to perfect them.

Tasks

I chose to perform the following tasks; as shown on the attached time-scheduled project spread in six weeks.

First I self reflected on reasons why I am unable to effectively communicate.

I selected key activities, objective and performance indicator and evaluated their performance and if the target was achieved.

I put targets to meet by 1st August and requested my Nuclear Family (husband; children), Office colleagues, Friends/peers/classmates and my mentor to assess and evaluate my performance.

The attached journal was key element to helping me achieve the tasks/activities outlined below.

Activities

The main key activities were selected with the idea of using different target persons, setting the duration to perform the exercise and who should evaluate the progress.

The activities objectives were SMART in that they were specific to the goal, timed measurable in terms of the results attained, and time bound. The performance indicators were realistically chosen aiming at things which are attainable.

However some activities due to limitations of cost and time some activities such as taking a week long seminar on public and speaking was not possible. I am however determined to save money and attend the next session being offered in December.

The activities and I carried out to achieve the goal includes;

- Doing a presentation twice a week.

- Teach children/adults in church every week in Sunday school or bible study
- Create an hour every morning for morning family time.
- Volunteer in class to ask questions and participate more in group discussions.
- Read or watch an inspiration article/video on communication skills and presentations.

Week 1-2 Activities (8-21 June)

Find the reasons why I cannot put my presentation ideas forth.

Putting a smile always to give me confidence.

Morning hours listening, questioning and observing family needs.

Greet a new person and initiate a conversation on a topic relevant to person in the cafeteria/class/church.

Teach the children's Sunday class.

Week 3-4 Activities (22 June- 6 July)

Read/watch inspirational articles/video and summarize key points to enhance my presentations.

Do presentations practice in front on my mirror before presenting it to my peers or colleagues.

Narrate stories to my children during the weekend at their bedtime.

Attend a presentation skill seminar to learn other ways of presentations.

Volunteer to give welcome remarks in any functions that take place in the office.

Week 5-6 Activities (6 July-19 July)

Watch good presentations videos from British library collection.

Volunteer in class group work to do the presentations in front of the class on behalf of the group.

Ask questions in every class more frequently and record down if the ideas have been passed across.

Sing in church alone instead of in a group.

Week 6 Activities (20 July-1 August)

Evaluate this process whether I have achieved any limitations and failures.

Randomly ask people of their opinions on my presentation i.e. my husband, colleagues, pastors, peers.

In overall, I achieved 95 percent of the activities I planned above.

Evidence of my effort

Personal improvement

On 8th June I approached a classmate B, who has done psychology and decided to find out the reason why I was afraid to do public presentations. After talking to her I realized it was just a phobia which was unreasonable and had affected my self esteem. This is what she told me. "You have good features that suit standing in front of people. You are tall and have a beautiful smile. Take deep breaths before the presentation and smile when addressing people and look at me whenever I am in class to reassure you that everything is alright". The more I did it the more I become confident and in two weeks time there was a change with my presentations skills.

The morning and night time with my family brought a real bond in my family as the kids one day commented, “Mum now that you are not well today who will tell us the bed time story?”

For morning time I learnt a lot from the kids as they made sure that I knew each and every detail of their activities in school and at home. To quote; my son 8 year old, told me “mum you never watch TV news, I will be watching for you the seven o’clock news then I update you in the morning”. That is what he used to do.

It also encouraged bonding time and communication with my spouse since I would involve him when I was watching the Inspirational public speaking and presentation videos together with him. Because he is a lecturer, he also learnt a few tips on presentations skills. To quote: he told me “Thanks for borrowing this book and tape I have learnt something new today!”

My effort was also noticed in class as I started asking questions in almost all classes and making an effort to talk to a different classmate every day. This made me become more and more confident. My friend Y commented over a cup of tea; You are becoming a guru with each and every presentation you make. I volunteered to present one of the presentations and since it was group work I ended up doing bulk of the presentation. After that presentation, my classmates voted me to do more presentation whenever there was group work presentation.

My church pastor was so excited that I volunteered to teach the children as well as take the project. He said after I finished by exam he would like me to be giving women talks on dress code due to the fact that I work where dress code is a culture.

I learnt among other things my personal traits and knowledge, to co-existence with others, personal love improved and finally I was very happy to the level of H2 and H3 in the triadic structure of man. For example the children I taught in class would be molded to better persons while I gained my confidence to talk to public. One child introduced me to the mother after class and said “mum this is the new interesting teacher I was telling you that told us the story of always being prayerful” I was humbled.

I keep smiling always and initiated a conversation with people and this encouraged my interaction with people making it easier to present to them as their faces now looked familiar.

Other people I have used to set my targets;

The people that are used to set my targets are

Husband: who has taken the role of reminding not to give up. His involvement meant a lot and encouraged me to soldier on. He also gained and learnt through the books and articles that I was watching and reading. He instead decided to invest and buy the books for our home library. My children were an inspiration as they would act as an audience when I would initially practice public speaking in front of the mirror and support me by listening.

Mentor: has encouraged me a great deal. She greatly gave me books to read on public speaking. She advised me on which seminar to attend in December as the session for July was fully booked. I plan to attend this.

Classmates: one of my classmates who is an Human Resource Consultant, U, gave me useful tips on how to go about public speaking and said that with practice I would be a fine speaker.

B, my classmate and a trained psychologist, gave me therapy to overcoming the phobia.

Self Evaluation:

This project has transformed me completely; I have stopped leaving under the fear mode and become more confident. My self esteem has improved from the comments that people have made I hope to actualize on this. I have learnt that I become better and better in whatever I do as learn to practice it.

The project was God-sent and has removed me from my cocoon that took a long time to break as now I am on the road to recovery becoming a better public and presentations speaker.

The project has taught me to research skills as I had to do a good research on a topic before giving presentations so that I am able to tackle questions that may come up.

The project has also taught me the importance of keeping journals and keeping SMART goals and objectives as previously I would manage through crisis.

I learnt the virtue of patience, kindness with young kids in Sunday school as controlling them sometimes was difficult. If I was to do it again I would take a video of myself during the presentations and critique the areas to improve on. I did not do this due to lack on time.

Conclusion:

the entire project was worthwhile and helpful in my personal capacity and I would like to thank B for making me have this insight. I have improved on my presentations skills and gained confidence and self esteem.

References:

- I My husband, classmates – B, Y, U, mentor, friends, church pastor.
bruce@mondaymorningmessages.ccsend.com
- www.giantimpact.com Thought Leader by Dr John. C. Maxwell
- Movie on Effective Communication by John Sibi-Okumu
- Effective Communication by Whetten, DA. Publication: London HarperCollins Publishers 1996
- Public Relations by Wilcox Cameron
- The Art of Thinking by Silvano BorrussoThe Art of Living by Silvano Borrusso

Activity	Evaluate performance	Performance Indicator/Target	Performance Indicator	Performance Indicator	Performance Indicator	Performance Indicator	Performance Indicator	Performance Indicator	Target
	Week 1(8-21 June)	Week 2(22-6 July 2009)	Week 3(6-19 July)	Week 4(20-1 August)		Week 6			
i) Teach children/adults in church every week in Sunday school or bible study	Giving small quiz to test whether they understood.	Asked the church authorities to allow me to teach the children every Sunday and they were exciting and allowed me and gave me a 10 minutes slot.	Taught the cradle roll children.	Taught the 8 year olds	Taught and gave a quiz to the 8 year olds. I also taught them a short skit.	Taught the 10 year olds	Taught the 10 year olds and gave them a quiz and feedback was quite encouraging. To quote one girl commented "where have you been all this time!."	Taught the 10 year olds	1. The response was good. My pastor was excited that I had volunteered to teach the children in Sunday school. Managed to teach on 5 consecutive Sundays However nervous I felt initially during these presentation I managed to do them. Classmates gave good encouraging comments
iii) Do a presentation once a week to my classmates/peers	Ask the classmates to evaluate the presentations based on clarity, relevance of the presentations made	Prepared different presentations on the assignments given in class for Macro- economics, Strategic Management and Public Relations	Gave a presentation for the Macro economics class. After the first session, Colleagues said I had gained more confidence and was release.	Gave a presentation in Public Relations and Communications Class about preparing a Press release.	Did a mini presentation on Dress code to a church group of women	Gave a presentation on the assignment for strategic management.			
iv) Read/Watch an inspiration/article/journal/video on communication skills and presentation	Keeping track of the number articles/movies read and summarize the key points.	Read a book on Effective Communication by	Watched a video on public speaking	Watched a movie on public speaking and communication	Read a journal on good public speaking and communication	Subscribed to public speaking website with tips of good presentation and public speaking.			Learned many tips and techniques after watching 6 videos, reading 3 journals presentations skills
v) Attend a presentation skill seminar to learn other ways of presentations	Use some of the learnt skill while making my presentations. Evaluate how many		Attended public relations seminar for a day instead of a week .						Managed to attend one day session of the seminar due to costs and time constraints.
vi) Volunteer in class to ask questions and participate more in group discussions	Noting down the Number of times I ask questions per lesson.	Asked one(1) questions in Macro economics class	Gave a comment in public relations class regarding strategic alliance	Asked two questions in class in world civilizations class regarding Greek civilization.		Participated in Principles of ethics group discussion.	Participated in a discussion with my reading group to read for examinations		The results was exciting as people noticed me in class because of the questions that I was rising
vii) Volunteer to give welcome remarks in any functions that take place in the office.	Noting down how clear and capturing the opening down remarks were by asking the attendees views and my boss.			Gave a cake cutting speech at a friend's wedding.		Welcomed distinguished guests at the graduation ceremony directing them to designated places.			

TOPIC: DELEGATING DUTIES TO FREE PERSONAL SPACE.

a) Planning.

Goal: To be able to distribute and delegate the work in the office in order to have free time totalling to 3 hours per week.

For the last four years I have been so much engaged in both office work and studies that I hardly meet deadlines neither have time for my family. Since I live far from office, I leave the house early at 6:00am and return late at night.

Being in a managerial position there are many decisions that I have to make which often times give me stress. To avoid crumbling due to too much workload and to free some space, I chose to delegate more duties in order to have time for family and myself.

To be able to catch-up with class work, I have been spending whole Saturdays and Sundays doing office work and assignments. These two days ought to be spent with my family and for resting. This will enable me to concentrate more on managerial decisions while somebody else conducts other work processes.

For a successful attainment of the above objective I conducted a SWOT on myself as shown below:

SWOT analysis of self

Strengths

- ability to work independently
- exposure to a dynamic work environment
- excellent social skills

Weaknesses

- preference to multitasking
- over confidence with self
- not trusting others thus unable to delegate

Opportunities

- room for career growth and development
- availability of resources
- entrusted with responsibilities at the workplace

Threats

- emergence of young and dynamic leaders
- scaling down of activities in the workplace (retrenchment)
- limitation in skills (redundancy)

Activities:

I will outline some of the routine duties that I do which can be delegated to others. Then I will select those who can be delegated to based on a SMART objective.

Specific issue – delegating roles to colleagues

Measurable – list the number of roles delegated and accomplished each week

Attainable – ensure that roles delegated are within the ability of those discharging them

Realistic – avoid overloading the individuals. Not to expect them to act like superman

Time bound – the objective outlined above will be accomplished by July 31.

I set the following objectives to enable me achieve my goal and in order to ensure that I keep focus.

Log framework used to facilitate the success of the project.

Date	Activity	Comments
7th June	Selection of a social goal	This goal is cross cutting as it revolves around family, work and social life.
8-10 June	Meeting with my supervisor	He agreed to shorten the length of my field trips and the frequency.
10-30 June	Allocating duties to fellow colleagues.	Staff involved were happy for being trusted to make decisions
1-10 July	Held separate meetings with my supervisor and junior staff	By consensus, those present said that they had seen remarkable improvement in work progress and process. The accounts department is no longer requesting for invoices and receipts when events, services or items have been purchased.
10-19 July	Comparative analysis of amount of time spent on delegated tasks and how much time I needed executing them	My juniors require quarter of the amount of time I spent carrying out the same tasks they are executing. Through delegation, there was synergy and more work was accomplished. I had more time to concentrate on more managerial roles.
19-25 July	Collating and summarising all necessary information	There was a lot to write about but I concentrated on issues with spectacular impact.
26-31 July	Proof reading the report	It is amazing that so much was done in only few weeks.
Friday meetings held in June 12, 19, 26	Evaluating delegated work	The progress is satisfactory and more is being accomplished
Friday meetings held in July 3, 10, 17, 24	Receiving feedback, suggestions and new ideas	Ideas brought forward by juniors should be incorporated into the work processes

b) Execution

– hold 30 minutes meeting with people working under me once a week to delegate roles. Receive reports every Friday of on work progress, challenges and successes.

Evidence of some efforts-

Since setting up the goal of delegating, my interlocutors are happy since I am able to submit reports and proposals on time. I have been able to ignite confidence among my juniors since they can see that I trust them. This has boosted morale and productivity implying that I am able to accomplish more through other people. My junior staffs have suggested that we organise a team building activity for our department to consolidate the synergy brought about by delegation of duties.

I had to struggle on answering my daughter's question every Saturday/ Sunday morning, "dad are you going anywhere today?" These days she does not since she knows that am there for them. My wife and I are able to hold discussions and deliberate about our future and those of our children. I have learnt which documentaries she likes and we have watched several collections. My wife proposed that since my schedule is flexible, we could visit the Maasai Mara during Christmas.

"Personal success is about personal endeavour. You need to be extremely determined and focused on your goal", Sunny Bindra (Sunday Nation, 26 July, 2009). The quote ignited plentiful morale that kept me growing strong all the hours I worked on the project.

Other people involved in the project.

Before setting the goal for my personal project, I had a meeting with my supervisor and solicited for his ideas regarding my plan. I informed him that we let the program assistants in our regional offices to which am in-charge to take more responsibility. This meant that I do not have to travel much but will coordinate most issues on phone or e-mail. My wife was very appreciative and she began suggesting activities for the weekends. The activities eliminated boredom and made me learn few tricks about culinary arts.

My supervisor commented, "G, you are the right man for the job". This is because I am able to represent the organisation at high-level meetings with timely reports and proposals as well as demonstrate a good grasp of current affairs. "The project has worked wonders for our family in that, you are able to avail yourself for us more", R (my wife). A colleague observed that "since you started delegating we are able to accomplish more with little time", K (workmate).

c) Evaluation

– by the end of the project, I will be able to have free time amounting to 3 hours every week. In addition, I will not be committing Saturdays and Sundays for work. I will spend time with my family. The indicators for the realisation of this shall be:

- Profile of all works completed on time
 - a) Newsletter printed on time
 - b) Venue for July activity booked on time (June 18)
 - c) Notice board refreshed with new information on 15th and 30th July
 - d) Bimonthly report for June and July completed by 30th July

- List of all duties delegated and number of people involved
 - a) Booking of Monthly activity venues
 - b) Preparing of the newsletter articles
 - c) Pinning of new information on the HIV/AIDS notice board
 - d) Designing questionnaires for the staff (done thrice a year)

Evidence of comments from family that am spending quality time with them

"Since you embarked on the PDP you have more time with me and children. Darling, am impressed by the many times you have come into the kitchen to learn culinary art", R (my wife). My daughter A says, "thank you dad for taking my brother and I for an outing at the Village Market on 18 July".

- Customer's feedback on timely service delivery

"You have shortened the number of days it used to take you to respond to our enquiries and to process our invoices", T from T. Ltd.

"The souvenirs you sent me relating to reducing stigma on HIV was impressive", Z, HIV programme manager for CRZ.

- The supervisor's appraisal on my performance

"You have really done an impressive job. Since you joined the programme 18 months ago, your approach has generated interest among staff. For your appraisal, I give you exceptional on overall performance", Dr. H, HIV Regional Coordinator.

Assessment of the personal development project

The most cardinal lesson learnt since I setup this goal has been commitment. Commitment to work and family implies sacrificing or creating time for them as much as busy.

I have come to understand my son better and how good he is with numbers. My daughter likes drawing and I have bought for her a drawing book and supervise her as she draws varied images on the book.

Personal development project is essential in affirming self-discipline. Without setting social goals that help us live better, life becomes a vicious circle. In fact it turns out to be "a chasing after the wind" Eccl.12. The project has helped me to fully grasp and apply the concept of delegation which is taught in my management class. I have been able to translate theory into practice.

The project has had great impact on my life on self-management and helped me to seek the irredeemable value in anything that I engage myself in. Nevertheless, such a project can make an individual to be complacent and diminish ambition. However, one should endeavour to work hard and seek to improve the wellbeing of humanity by showing commitment to

References:

- Journal: My wife's comments on 24 July
- Journal: Workmate's comments on 19 July
- Journal: My daughter's comments on 15 July

Journal: Supervisor's comments on 27 July
Sunday Nation, 26 July (Sunny Bindra, Pg.30)

ANGER MANAGEMENT

Goal

My main goal here is to become a better person by learning to control my feelings and continuously directing my energies and thoughts to morally good actions. It is hoped that this actions will help me attain lasting happiness as opposed to many moments of anger, frustration and fewer moments of happiness.

Activities

Each day I will strive to:

Smile at my spouse and children and greet them cheerfully and lovingly no matter how I am feeling

Seek to control my anger and avoid speaking when angry

Not shout at my daughter or son when I feel they are doing something ridiculous

See the goodness in everyone I meet and not look for faults

Be patient with my spouse, children and others even when I feel like screaming at them

Bless those I interact with in small ways; by smiling at them, saying a kind word and helping materially and spiritually

Motivate and encourage my spouse, children and siblings to believe that they can do better

Be a role model to all my loved ones by consistently and continuously striving to overcome all odds to excel and not slumping down in defeat.

People I have used to set my targets:

Using real stories that have happened since I took on this project:

On 16th June, I woke up and decided that I was going to look outside of my own problems and try to help somebody else. I remembered a cousin of mine who had continuously called me to ask if I could help him get a job for attachment. I had only told him I would try but I had never made any effort. That day, I sent an email to one of my classmates who promised to get him attachment in his organization and asked me to send the boy to see him. It was wonderful calling my cousin and giving him some hope and it made me forget what I considered to be my self-centered problems.

The next week of the same month I initiated a fundraising effort to raise some fees for my nephew who had been admitted for a BBIT course in Strathmore. His mother left when he was 4 years and his father does casual jobs and I have always supported him educationally as I have had the passion to see him do better than all of us in the family. He did well in Form four and I encouraged him to do the BBIT interview. When he was admitted for a fulltime course I was not sure what to do since I had no idea how I was going to raise his fees but since I had given him hope I determined that I would do everything to ensure he got this excellent education. My motivation was that it would give him a better chance at life and he would not have to travel the long road to success that I have travelled. I also felt that Strathmore would be the best environment for him to study as he would also get proper formation that would help him become an excellent citizen of the world. And I did it! He is now in class!

Towards the end of the month, I had a discussion that didn't go well with my spouse. Now, my normal reaction would have been to apportion blame and not talk to him for several days in order to drive the point home. But this time I struggled with myself and decided to approach him calmly in order to break the unnecessary tension. He was surprised since I was the first to 'give in' and talk to him nicely and at first he talked to me cautiously waiting for me to go back to my 'silent and angry mode' but I didn't. In the end, we were able to talk maturely and find a way of dealing with our issues without blaming each other and this renewed his respect of me.

My children are used to me shouting instructions or warnings especially when I can see from the corner of my eye that they are doing something wrong. This has made my 9 year old daughter cower in fear at times because I can be so harsh. She knows I am doing that because I love her and I want her to do the right thing but I realized that it is soon going to make her a scared little girl as I expect so much from her yet she is still a child. My son who is 3 years old and has started talking had also started shouting to people as a form of communication and I decided that this was not good at all.

I decided to change and be more accommodating of my children and hug them and show them that I love them. When I feel they are doing something wrong, I call them calmly and discuss it with them so that they can know why it is wrong. I also praise my daughter more often and keep telling her that she is great in this or that and she beams with joy.

My relationship with my friends has also improved greatly as I decided that I would be there for them at all times and be a true friend as I mostly used to take them for granted. Two of my friends had various difficulties during this time and I made a special effort to be there for them during their time of crisis. They acknowledged my unwavering support and we formed a stronger bond through this time.

Recently, I have been going through a difficult time trying to get a job. There are days when I would be tempted to let frustration take over but I would fight back by reading books that uplift and encourage, helping somebody else and generally refusing to be put down simply because I did not have a job. An occasional crying fit would occur now and again but I considered it good for releasing stress and tension and I would get up feeling better. This good attitude has helped me feel excited because I know that opportunities are all around me and they are waiting for me to discover them. I wake up every morning feeling that something good will happen and it usually does.

Evidence of my efforts

I feel very happy when I meet my nephew in the corridors of Strathmore coming or going to class. He knows that it is a privilege for him to be here and he is working very hard. Knowing that I have given him a chance in life makes me feel very blessed.

My spouse is now more loving and willing to discuss issues and communication has generally greatly improved in our home.

My daughter is now more open and is willing to tell me things that she was initially afraid of telling me because she knew I would be furious. She tells me of little mistakes she or her friends made in school and then she tells me how she corrected them. I want to raise a wonderful girl but I would do not want to raise a daughter who is afraid of her mother so I am

now happy that we are close and she knows that no matter what, I will always love her and be her no. 1 friend.

My friends and I are now much closer and we are not taking each other for granted. We know that friendship means being there for each other in good or bad times and correcting each other honestly with love.

Evaluation of Self

I am a very social being and this makes me appreciate and value the relationships I have because I have discovered that they are paramount to my happiness. I have realized that when I am relating well with my family and loved ones, then I am happy no matter if I have money or not. These positive interactions define the person I am and my contribution to this society is what makes me feel whole.

Project Evaluation

The project has been extremely useful to me as it has brought a lot to my attention. Things I took for granted like relationships with my loved ones have now gained a deeper meaning and importance in my life for I realize that they are at the very core of my happiness. If I value and work on them, then I will definitely be a happier person. I would never have searched my heart so deeply were it not for this project.

I have also appreciated how important it is to speak good, kind, encouraging words to people and not words that put them down. Speaking these good words and doing good deeds had the surprising effect of making me feel good and happy. I am very thankful for these experiences and I will continue to practice what I have learnt for it has brought good results within a very short time.

References

My husband, Children, nephew, cousin and friends.

QUALITY FAMILY TIME

The Goal:

I set out to achieve more quality time with my family and to attain a home-work-school balance.

Planning

Using a swot matrix in conjunction with my life priorities, I chose an area of my character which is indeed a weakness; I do not know how to say no especially when it is duty calling and creeping into my personal life and stifling everything; hence this goal.

Why this goal?

I work in a time intensive and activity extensive atmosphere that over time has crept into all spheres of my life to ensure I am enveloped in work. On the other hand it will be to under emphasize if I state that my family, hence my family life is of critical importance to me; it is core to my aspirations in as far as my ultimate envisaged goals are.

I also sought the input of my wife who I was sure was suffering from the ill-allocated time I was giving to the family and she told me "I have greatly felt isolated and I welcome the decision to turn your life around to be more family focused, it will boost our family cohesion."¹

I had, prior to getting to the principles of ethics class, had a candid chat with a friend and mentor in the school of life, X, who had impressed upon me the important things in this life which I should not lose focus upon and hitting the nail on the head he had said "I have noticed lately that you are immersed in your work, let it not become an impediment to your family life and to your ultimate goal in life."³ I also have a confidante who I chat with at least twice monthly and he helps direct my life by slowly nudging me to the path that I seek. He too, is on record for having told me to stay on course for my life focus and indeed to even resign if my family life was at stake and seek for a job that would ensure I have family-work balance.

Execution

Weekly Targets:

I set out spend a minimum of 2 hours with my family on each weekday and a minimum of 5 hours each day of the weekend.

Results:

I managed to convince my supervisor at work to get me someone to work with in our department which meant that I hand over after I leave for class at 5pm. My plan worked 70% of the time with the remaining 30% being the times when emergencies arose that he could not handle. The weekends went smoothly and I attained 100% target on being with my family for at least 5hours. My supervisor commented on 6th July that "lately you have been arriving at work looking fresher..."⁴

Specific tasks in the weeks:

Week 1: 8th to 14th June

I purchased a family oriented book authored by Dr. and Mrs. Amulega titled "Solving problems occurring early in marriage"² and we read it together with my wife. The book has many exciting insights but we revisited the topics on communication at home- we both noted that good communication will determine whether a couple is able to share their vision, set and achieve their goals together. We noted from this book how important factors such as availability and overlap of professional work affects communication, when to talk and how to talk about issues in our lives. Together we also read topics on "Professional work, responsibility at Home; Financial management and the Greatness of marriage". We resolved to work towards making our family cheerful and bright; to devote time and attention to each other and to our children and to always find something interesting to tell each time as a reason to be next to each other. It is a 170pages book and we read it within the week.

Week 2: 15th to 21st June

I had purposed to talk to my friend Julius but unfortunately our times could not coincide instead we had a sharing between us as a couple and our Christian neighbors and close friends the Z. They are 2years our senior in marriage and as we shared from how we both met as couples, the challenges we encountered and how we tenaciously hung on to the time of our wedding, we felt encouraged and more determined to make all effort in marriage. They encouraged us to be on time to join the "Program for Family Development" which is an initiative to practically equip young couples with skills not only to keep their love aflame but also to learn ways of proven child upbringing approaches. The date for presentations and joining was going to be on 2 July 2009.

Week 3: 22th to 28th June

Attached to my work place is a study centre called Mbagathi which is normally a reliable place to borrow wholesome movies from. Naturally I consulted the enthusiastic young men who participate in activities at the centre and straight on they recommended "Horton meets the Who". For the second time we teamed up with the Z and all our children; Sunday after mass and lunch, we enjoyed the movie together with the children. The movie had animal characters that were on a mission to save some tiny people who they could not see and despite a lot of criticism and setbacks from the animal authorities the virtuous animals led by "Horton" the elephant eventually secure the world in which the tiny people lived. We (The parents) enjoyed it as much as did the children.

Week 4: 29th June to 5th July

As had been our intention since we first heard of it and also owing to the encouragement from other facilitator couples who are our family friends we attended the annual introduction workshop of the "Program for Family Development" luckily conducted nearby at the Strathmore Business School. It was an informative and very interactive engagement in which beneficiaries shared their positions and those who intended to participate in the coming year asked their burning questions. There are 3 levels of entry and we chose the level called "First Steps" that gives guidance on how to treat young children during their "very first steps" in this world. We also got to be nominated as group leaders of the first steps team. The sessions using study cases approach will run for 6 months beginning on 6 August 2009.

Week 5: 6th to 12th July

As having been planned earlier in consultation with the "Chief Family Officer" - my dear wife, the N parents from upcountry decided to pay them an unannounced visit also to congratulate them on the new-born so we had to cancel the date and reschedule it to early September when both I and my wife will be on leave. A chance for meeting people close to us who we have not met for long arose on Clara's birthday, she was turning 3years old. She felt really special and was showered with gifts.

Week 6: 13th to 19th July

We had earlier talked to my Mom and invited her over for a period of rest and medical check-up but unfortunately she could not make it as her condition worsened and she was advised against traveling for some-time. We hope she will be fit enough to travel in September when we are on leave so that she can enjoy being with us. When it got to 18 July, I took our family to a surprise outing in the afternoon to an Indian restaurant which I know is a favorite of my wife and thereafter to a session of bowling at the village market as the children enjoyed playing with motorized toys. It made my wife so exhilarated she "begged me not to allow my life to be all work again!"¹

Evaluation

Self Evaluation (Change/ Development):

Change and development has come in a four pronged way; I have developed a deep appreciation of quality family time, like a new page opened to our life, we diligently plan and execute the family time we have together. From cooking to washing the babies and the now perennial feature of fetching water we ensure there is no complaint but appreciation and thanks-giving for our family and the blessings in our lives. Secondly we have come up with an elaborate monthly date with my wife to be held at a restaurant out of the house to talk candidly on issues affecting us as well as what we expect to close ranks on in the near future and achieve. Thirdly I have come to view seriously the responsibility of parenting and hence my resolve to join the "Program for Family Development" where I expect to get a lot of parenting tips especially on how to love and grow with my lovely wife and babies. I have also stumbled upon a gem in terms of rest and leisure; it no longer means sleep only but to engage in other fun family activities that leave me feeling rejuvenated and fresh every weekend.

Project evaluation:

I have gained a lot from the project but first the only loss. I have lost the notion that was in my mind that it would take me to finish off my degree course before a resumption of normal life would be possible. I did not know that all along life was with me, waiting for me to discover how to pick up my pieces and to keep on living and not to be content surviving. The project has taught me the humility of being directed to search for excellence in the hum-drum of everyday life and to seek true greatness in the ones closest to me by making our lives truly worth living by living it well and fully. The other factor has been the measurability of the project so that concrete performance is achieved. This has been critical to enabling me know that however much I could have achieved a number of the planned activities, however, the true measure of my success lay in doing them with my whole heart and doing them well, with love and not mechanically. Singularly the project has increased my level of patience, a virtue that I believe I truly need as a parent and a husband.

If I was to change any thing about this project then it would be one thing too; to make it not a six week effort but a lifelong passionate effort to always achieve family – work balance and to learn how to love and live with my family through every season of life. My dear wife has capped it thus: “please don’t change what we have begun, it is changing our lives and we are so happy that you are with us every day of the week.”¹

References:

1. A’s comments- our chief family officer (CFO) – my dear wife.
2. CM Amulega, VA Amulega (2009). Solving Problems Early in Marriage. Nairobi. Focus Publishers Ltd.
3. X comments – a friend and mentor
4. R – my supervisor at work

FORGETFULNESS

Objective

I have identified to Managing Self to improve specifically on a “Tendency to Forget” environment while performing both official duties and family related items. Usually referred to as a vice if not attended to eradicating it from personal and official environment, forgetting has been interfering with my performance especially in the day today daily duties.

I often find myself responding to my children and Director as “Oops! Goodness me, it totally escaped my mind! Please excuse me. I am very sorry, but this will not happen again to both environments.

As a mum, I have two wonderful children a boy 15 and girl 11 who are at the stage of growing fast; need my undivided attention, their school assignment supervised, involvement in their extracurricular activities that are part of their growth. I feel, I have failed them sometimes with forgetting important milestones in their life, which sometimes involves school meetings at specific times and I totally forgot due to pressing environment at work and missed due to poor self management.

Secondly, my duties are along the lines of an Executive Assistant to The Director, covering twenty seven (27) countries with direct supervision of four (5) Country Managers spread in a cluster model in the twenty six (27) countries, Nairobi being where the director is “hubbed”. A challenging environment ensues due to the intertwined structures that need my constant attention and action to do focus.

Activities/Tasks set to achieve overall goals beginning May 30 - August 3

Using lists

I will use lists that help me remember little things that need attention especially for the case of my children and office.

Using a Golden hand note book

Keep and maintain a golden hand book with smart dividers and easy to carry everywhere as a constant reminder.

Train my brain

This I intend to train my brain that every 1 hour, I need to look at the golden hand book, electronic calendar, phone, to do list.

Use the Diary

This will work for the office and ay home one very well

Mobile Phone

Use the phone alerts for specific timings

Post its:

On my desk notice board desk, use different colors that identify with certain tasks

Lotus Notes

The working space has email, calendar, to do list, reminder tag with date and time.

Execution

May 30-June 31: Got myself an easy to key in data Daily Diary and have ritually incorporated the children and my supervisor to key in data if am away from my desk or on the phone on items they would want me to action. I see tangible results, all to do are actioned according to date input, I have also used colors to identify “to do” on a due date target.

June 15-19: Took advantage of my boss’s travel absence from the office and reorganized our calendar’s to notify both of us of keyed corporate and personal information on the “to do” meetings, conference calls, staff birthdays and personal. Assigned different colors to specific incoming emails, also assigned different preferences for example, for all emails to the “to” red to action “cc” green does not action but informational, “bcc” not as high priority but to be attended to when time allowed. This has worked magic in my day today tasks and has eased information overload that had contributed to my “tendency to forget” due to too many emails sent to my inbox. On the return of my director, he commended ‘This is great, send this idea and instructions you have used to my immediate supervisees as a model to incorporate’ now as I write this report, the model is being used by almost half of the Africa department staff totaling 344.

May 30- July 30: As a daily reminder to talk to my elderly mum. Before, I would rely on my memory that I would call. A week will pass before calling, though tagged in mind! But now, am able to fulfill that ritual to cheer my mum every day! Her comments “Girl, this is progress, these days you remember to call me daily as promised, you add 2 year to my life!”

June 23: For a first time good record, did not forget or get there late for my son’s parent school meeting! ; teacher’s comments” you are early today and did not forget the date! This a good sign” Trevor said, he reminded you this morning while dropping him at school”

July 9 Submission of the annual meeting data in good record time than previous times of not beating the deadline. Used “to do list” daily, “post it”, devised a “time table” for each country submission and finally beat the corporate time table unlike before! Email text comments from my director “very good! This is good image for the Africa department!”

Evaluation and reporting

Achievement of my personal

Identifying and analyzing under environments that contributed to the “the tendency” to easily forget, I devised ways mentioned in the planning process to combat forgetfulness that has saved me from handwringing. I did not pay much attention to this vice, for the mere reason that everybody understood my “working under pressure environment”. Little did I realize that after incorporating my family and Director on this exercise, they gave me very candid

constructive feedback on how bad it was getting, and they have tremendously helped me achieve this milestone. I have succeeded in using this learning process and quite energized again from the worry of the feeling of “losing it syndrome”

Lessons learnt

Forgetting important milestones of my children, forgetting to submit important data for the institution or conveying an important message in line with the due date target can create havoc in one’s live. “You cannot teach a man anything, you can only help him discover it within himself –Galileo Galilei”

Self discipline helps one’s memory to be on guard, through maintaining a record of what one has to do, not trusting your brain or memory to remember everything for oneself automatically. Checking and double checking of lists, diaries, calendars, post its, mobile phones, note books never harms anyone but a plus in remaining one of the most effective persons in one’s daily work in relation to good performance both at home and at the workplace.

As far as possible, one should not put off work to another time or day without proper attention on how to complete that particular task especially if it is not on one’s top priority list. Delaying only complicates matters as one is put under extra tension

Works Citation

Coaching People, McManus, Party; 2006 Harvard Business School Publishing Corporation, Boston Massachusetts

www.google.com/

Verbatim feedback from: The children, Direct Supervisor, Mother and colleagues

GIVING PROMPT FEEDBACK

The Goal

I intend to draw a daily plan of each day's activities at work starting 8th June until 27th July 2009 so as to give prompt feedback and improve efficiency.

Choice of goal

I am a Faculty Administrator in Strathmore University, a very dynamic position that requires me to be very alert because I deal with a wide range of clients. Apart from this, I am a Quality Representative in my department and a Quality Auditor in the firm. I am a good team player, relate well with other staff, make quick and sound decisions in urgent matters, good trainer especially when inducting new people in the department and always punctual.

However, I have been postponing some duties leading to delayed feedback. In the Staff Appraisal done in May, my manager pointed out that I take time to respond to some issues and do not inform her on the progress. In the process of sorting out client's issues, I postpone other administrative duties quite often. This makes me lag behind and do last minutes rush which makes me annoyed, easily irritated and not wanting to talk to people.

This project will help me be a good mediator between the faculty administration and clients so as to foster efficiency.

Activities

Draw a daily plan for activities of the following day to enable me foresee what is expected of me in that day.

Check emails often to see which needs agent attention.

Open different folders for different issues to help me check through daily for any pending matters.

Follow-up on issues that need further consultation with the relevant authorities so as to give healthy feedback.

Put reminders of urgent issues on my mobile phones and yellow stickers.

Check deadlines of different matters so that I could act on them in good time and avoid last minute rush.

To keep note of proceedings each week.

Week	Activities
One	Align folder, sort documents
Two	Follow up on pending issues,
Three	Check daily progress

Four	Evaluate progress, check if on track
Five	Seal non-conformances
Six	Perfect on any pending issues
Seven	Synchronize notes in journal

Evidence of effort

On Monday 8th June, I requisitioned 3 folders. One was labeled URGENT, another PENDING and the last one SORTING. I went through my 'IN' tray, and classified the documents, placing them in their respective folders. The 'sorting' folder was kept at the reception so that any document for my attention was put inside while away. I would then get the folder when back and sort the documents accordingly. Any time I would get a document, whether from my boss, clients, officers, reception, or other administrators, I would immediately sort them into the 'urgent' or 'pending' folders.

Every work day at 8.30am, I would go through the folders to ensure that urgent matters are sorted in time. At 4.30pm I would plan for the following day so as to serve people better. One of the reception assistants was surprised that all letters and claim forms were processed with immediate effect. A new reception assistant commented that I am very organized!

I would also flip through emails all the time when in the office to ensure that urgent work emails are responded to immediately. Even with no solution, I would inform the sender that I have seen his/her email and I am working on it. On 30th June, the Registrar requested all administrators to forward her the number of clients in each room allocations. I was the first one to respond to her request. She sent mail a week later stating that she had only received feedback from me and she needed the others to respond immediately! Initially I would also take time to respond like the others.

On July 7th, the firm's Quality Management Representative gave out guidelines on various tasks to be done by departmental quality representatives and auditors. Being one of them, I was able to give her what was required before she gave a deadline. She mentioned this on 13th July in one of our meetings where she was giving the time frame of activities to be done. Before, I would postpone Quality matters and give feedback after the deadline and with many excuses!

My manager commended me on 23rd of July that I had improved in giving feedback. She said that she had noted my frequency in her office on different issues and that the reception staff had improved in responding on issues as well. She urged me to keep it up because work was flowing well and the processes that seemed burdening were now better.

Involvement of other people

In my struggle to give prompt feedback at work, I involved the reception assistants a lot. It was not an easy task. At first, they felt that I was pushing them too much. One of them mentioned that I expect too much from them. I had a meeting with them on 10th of July and explained the need for giving prompt feedback and that I was not doing it out of malice but for the benefit of the department. I commended them for their good work and the support

they always give me. From then on, we have worked in a friendly atmosphere and I am happy that they give me what I need before I even ask!

For the Audit Schedules in June, I took the initiative of reminding the auditors allocated for our department to give us a notice and scope of audit so that we prepare for them. The audits were done before the deadline and it was a great successes. There were no non-conformances compared to last year where five non-conformances were identified.

Self Evaluation

I became an influential person in the department and reduced a lot of stress. There was no last minute rush and people's attitudes towards the way I undertake my duties changed. This is because I was up-to-date with work issues. The whole tune changed drastically - from a person who delays to respond to issues to a very prompt person in giving feedback. I have also learned that, one receives what he gives out. For instance, when I decided to struggle to give prompt feedback, other people also gave me prompt feedback.

Project Evaluation

This project was worth undertaking. It has improved efficiency in the department and made us outstanding in some issues. I learned that the wheel can always be changed. I also became a very positive person at work. I used to find many things bothering me because I thought I had no time and there was too much on my desk. However, I realized that I could do even more!

If I were to improve further, I would work on the relationship between our department and other departments.

COMPLETE STUDIES WITH PREGNANCY

My Personal Goal:

To strive, despite my pregnancy and other challenges, to complete Semester Three (May – August) of my Bachelor of Science Degree Course in Leadership and Management.

Planning

Overall goal chosen: To persuade and sweet-talk my husband into seeing the benefits of my continuing with my BLM course to the end.

Reasons and Purpose why I chose this goal:

Frustrations from my spouse: I must say that being a wife, a mother, a student and a salaried employee is not easy! As if this is not a big challenge, my husband is wondering why I am still going to evening class yet I am expecting our baby! According to him, he does not see how I can juggle the two roles well and advised me to stop my course in September so that I can travel to the UK for holiday and delivery until early December when I should then travel to Australia to join him during his graduation ceremony, with our baby. He also said that I should look for a job while in the UK. I have told him that I do not wish to stop my course since I am half-way and about to finish. Having been given a chance of doing this course is one of the dreams I had been praying for!

Expecting our fifth baby: I am currently expecting our sixth baby (the first three are in boarding school while our youngest son goes to a day school. I am due end of October. I am delighted by this gift from God and I have taken this experience as a personal challenge to glorify God's Name and also after having learnt Ethics and Philosophy, I am trying to use my situation to set an example to other married female students that nothing is impossible for God. My personal philosophy in life, which I developed towards end of 2006, is that "With God, nothing is impossible". My husband told me "Can't you see that the baby will interfere with your studies?" My personal feeling is that he has rejected our baby and feels that our baby is a burden! I have refused to allow these negativities to dampen my positive spirits. I have chosen to enjoy this pregnancy and "to let life be"!

Overcoming challenge using my personal resources: My mentor, friends and colleagues say that I am a very well organized person, a time manager and a results-oriented, honest, cheerful personality. I will use these strengths and others, to accomplish my goal.

Passed all 10 units of Semesters One and Two: This personal achievement has given me the much-needed motivation that I badly need right now because despite being very sick with migraine during my Semester two exam period, I really struggled with my revision and passed all the 5 units and I have not stopped thanking God for this wonderful favour.

Activities Planned to achieve overall goal:

Week 8 – 14 June: Pray the Holy Rosary for my husband to love our little baby more. I will develop a specific study schedule of revising one unit daily for 30 minutes and revising the 5 units over the weekend. I will share this schedule with my husband. I will repeat my daily motto "I will not get high blood pressure".

Week 15 – 21 June: Continue with daily Holy Rosary but add the following. Smile at, and hug my husband every morning before we go for Holy Mass thereafter. I will repeat my daily motto “I will not get high blood pressure”.

Week 22 – 28 June: Continue with daily Holy Rosary and hug my husband twice daily, morning and evening. I will ask my husband to read the book “Covenanted Happiness” and “Ethics; Learning to Live”. I will repeat my daily motto “I will not get high blood pressure”.

Week 29 June – 5 July: Continue with daily Holy Rosary; hug my husband three times daily, once in the mornings and twice in the evenings. Because my doctor has noted that our baby is huge and I am already feeling the weight on my back, and at night I need to sleep using three pillows, I will ask my husband to massage my back and feet for 5 minutes daily this week. I will repeat my daily motto “I will not get high blood pressure”.

Week 6 – 12 July: Continue with daily Holy Rosary. I will use the effective Communication Skills that I learnt in class e.g. to listen and understand my husband’s point of view better, to try to communicate better and express myself as clearly as possible so that my husband and I minimize misunderstandings and conflict. I will ask my husband to borrow on my behalf some text books to help me in my revision plan. I will repeat my daily motto “I will not get high blood pressure”.

Week 13 - 19 July: Continue with daily Holy Rosary. I will also share with him and our 8 year old son my course results, i.e. continuous assessment tests, assignments and end of semester exam. I will repeat my daily motto “I will not get high blood pressure”. After the end of semester exam, I will ask my husband to take me for our special ‘third’ honeymoon, I am thinking of Seychelles or Madagascar. My husband and I celebrated our ‘second’ honeymoon in Paris in 2003 and I must say that it was a beautiful and wonderful experience for both of us.

Execution

Journal entries

Week	Task	Evidence of task done or not done
One	<p>Monday 8 June– 14 June</p> <p>To pray Holy Rosary for my husband to love our little baby more.</p> <p>To develop a specific study schedule and revising the 5 units over the weekend.</p> <p>To share this schedule with my husband.</p> <p>To repeat my daily motto “I will not get high blood pressure”.</p>	<p>I prayed daily Rosary for my husband this week so that he can love our baby more.</p> <p>I developed my study schedule but I could not keep up to it due to fatigue so I settled for weekend revision.</p> <p>I shared the Planning proposal with my husband on Saturday 7 June at 0700 hrs. I told him that I had a love letter for him that I wanted him to read. My husband read my proposal in silence in front of me and smiled at the end and said “You know I support you?”. “All those things you have written there you will get.” “You have a tight schedule there?” “The only thing that I would like you to add to your proposal is to budget some time for our love making” to which I agreed.</p>

		<p>We hugged daily in the mornings before going for Mass. My husband massaged me for 10 minutes every evening before sleep. I said my motto daily. On Saturday 13 June, my husband was disappointed that I could not join him and his brothers and sisters at the funeral meeting for his later sister, Mary, who had died following a heart problem. He asked me “Are you coming with me?” I calmly told him “Please put yourself in my position. During weekends is when I can rest the whole day. I don’t want to be a burden there and even now I cannot sit properly.” He quietly agreed and saw my point.</p> <p>Challenge I continued struggling but remained focused though my back ached terribly and my feet too. I had painful muscle pulls at night but my husband massaged my feet until the pains went away.</p>
Two	<p>Monday 15 June 2009 – 21 June 2009: To continue with daily Holy Rosary. To smile at, and hug my husband every morning before we go for Holy Mass thereafter. To repeat my daily motto “I will not get high blood pressure”.</p>	<p>I was unable to pray Rosary regularly this week and relied on the 2030 hrs radio Rosary citation on 88.3 FM Radio Waumini, the Catholic radio for all. I was defeated to revise week days due to fatigue and revised on weekend. On Tuesday 16 June, I was on medical leave and had an appointment with my doctor. He was very happy with my progress. He said that my weight was 77.5 kg, my blood pressure was 113 over 71 and my pulse rate was 73, all quite normal. In the evening, I shared with my husband what the doctor had said. My husband thought that I was over-feeding baby because he thought that I was eating too much! On Friday 18 June, Dr. H, our lecturer for World Civilizations One gave me a cup of juice during break time! I was touched! And the whole class clapped, others said “Wow”. And during CAT 2, she asked me, “Have you taken some sugar?” Imagine the thought, I said to myself! And during CAT 3, she asked me “Will you survive? And I said “Yes. On Saturday 20 June, we were meeting in class to discuss our Macroeconomics group</p>

		<p>assignment. I told my husband “I want you to drop me at Strathmore today by 1315 hrs”. And he replied “Ok” without any argument. I was very happy.</p> <p>I said my daily motto.</p> <p>Challenge</p> <p>The fatigue was overpowering but I refused to give up. The uterus cramps and muscle pulls continued this week but sometimes I decided not to take buscopan painkillers that my doctor had recommended. I would just persevere. I did not wish to be admitted in hospital and neither did I want to be addicted to medication!</p>
Three	<p>Monday 22 June 2009 – 28 June 2009:</p> <p>To continue with daily Holy Rosary and hug my husband twice daily, morning and evening.</p> <p>To ask my husband to read the book “Covenanted Happiness” and “Ethics; Learning to Live”.</p> <p>To repeat my daily motto “I will not get high blood pressure”.</p>	<p>I prayed daily Rosary for my husband this week to love our baby more.</p> <p>We gave each other long morning hugs only because I slept earlier this week and was really fatigued.</p> <p>On Thursday 25 June, I asked my husband to read “Covenanted Happiness” and he agreed.</p> <p>On Sunday 28 June, my Spiritual Mother, Mama Mary massaged me using olive oil and adjusted baby to sit properly and that was why I was feeling a lot of strain on my back and feet, and the uterus cramps and muscle pulls.</p> <p>I said my daily motto.</p> <p>Challenge</p> <p>Sometimes, I would do my assignments kneeling down because of discomfort or fatigue of sitting down.</p>
Four	<p>Monday 29 June 2009 – 5 July 2009</p> <p>To continue with daily Holy Rosary; hug my husband three times daily, once in the mornings and twice in the evenings.</p> <p>To ask my husband to massage my back and feet for 5 minutes daily this week.</p> <p>To repeat my daily motto “I will not get high blood pressure”.</p>	<p>I prayed daily Rosary this week for my husband to love our baby more.</p> <p>We hugged once daily.</p> <p>My husband gave me a massage for about 5 minutes.</p> <p>I said my daily motto.</p> <p>On 30 June, my classmate Nancy nicknamed our baby as “baby R” because of my deep love for the Principles of Ethics unit. When I reached home, I shared this nickname with my husband and son. My husband was amazed and he laughed.</p>
Five	<p>Monday 6 July 2009 – 12 July 2009:</p> <p>To continue with daily Holy Rosary.</p> <p>To use effective Communication Skills to minimize misunderstandings.</p> <p>To ask my husband to borrow on my</p>	<p>I prayed daily Rosary this week for my husband to love our baby.</p> <p>My husband and I have minimized our misunderstandings and we are making every effort to use effective communication skills.</p>

	<p>behalf some text books to help me in my revision plan. I will repeat my daily motto “I will not get high blood pressure”.</p>	<p>I did not need other text books. I said my daily motto.</p>
Six	<p>Monday 13 July 2009 – 19 July 2009: To continue with daily Holy Rosary. To share with him and our 8 year old son my course results, i.e. continuous assessment tests, assignments and end of semester exam. To repeat my daily motto “I will not get high blood pressure”. To plan for our third honeymoon.</p>	<p>I prayed daily Rosary this week for my husband to love our baby more. I shared my CAT and assignment results with my husband and son who were very impressed with my excellent performance despite the challenges. My husband commented “very encouraging”. I also shared my results with my daughter when she would ring me over weekends from school. I also shared information on my studies with my doctor and he was very impressed. On Tuesday 14 July, I was on medical leave and had a doctor’s appointment. My doctor said that baby was now 24 weeks (6 months), my weight was 81kg and my blood pressure was 105 over 68. I said my motto. My high blood pressure was normal throughout and I thank God for this favour. We shall plan for our third honeymoon when semester ends and agree on a suitable week.</p>

Evaluation

Overall Assessment of achievement of goal

I have already achieved over 95% of my set tasks as outlined below:-

No more frustrations from my spouse: I have managed to sweet-talk and persuade my husband into seeing the benefits of my course. I am now enjoying abundant love, support and attention from my spouse. It is a great feeling! He agreed to love our sixth baby more and he also told me “you know I always support you?” He has also respected my wish to continue with my studies to the end and he has come to understand why I do not want to travel to the UK in September. For his graduation in December, I will need to check my end of semester exams and see that there is no clash, otherwise I will remain and he can travel with one or two of our children.

Our fifth baby has actually made us closer: Despite the bad start we had earlier, my husband now loves our baby. Sometimes before he massages my back and feet, I usually place his right hand on my tummy so that he can feel baby strong kicks and movements. I also told him how some of my classmates nicknamed baby as “baby R” because of my deep love for the Principles of Ethics unit! And he laughed about this!

Using my personal resources: I have kept up my organizational and time management skills very well though sometimes it was challenging especially when fatigue got the better of me.

On Thursday 2 July, we watched a film in class about the gift of smiling. Immediately after the film, T, a classmate came and told me that “Josephine, you are going to deliver a happy baby because you are always smiling!” And I was touched by his observation. He said that a baby’s environment matters a lot. He said that he and his wife had realized that.

Semester 3 CAT and assignment results: So far, I have managed to obtain above average in all the CATS that I have done this semester and I am very proud of my achievements and give God all the glory because I promised to do so. I remember how I struggle to revise, standing, sitting, lying on my bed, and it is very tiring!

Strategic Management and Leadership Unit: CAT One, I got 38 marks over 40.

World Civilizations One Unit: CAT One, I got 7.8 marks over 10. CATs Two and Three results still pending.

Introduction to Macroeconomics Unit: CAT One results not yet out. CAT Two results not yet out although I believe I did my best.

Public Relations and Communications Unit: CAT One, I got 76.6%, CAT Two, I got 84% and CAT Three results still pending. On 22 July, I remember we had an accident on the way home with a matatu, and the matatu driver entered our bus to beat up our driver. I was scared but did not panic somehow because I was seated behind the driver. I quickly sent a text message to my classmates T and Y who informed the lecturer about my mishap. I arrived in class at 1910 hrs and began the CAT. I refused to panic and told myself that all would be well despite my fatigue, hunger, and also I badly needed to go to the bathroom but I decided to do the CAT first!

Principles of Ethics Unit: CAT One, I got 82%, CAT Two, 54 marks out of 70, CAT Three 51 out of 56 and CAT Three sit-in exam, I got 89%, Overall marks is 225 out of 300 marks.

Self-evaluation

I feel I have changed for the better because I have re-educated my Intelligence and Will to desire the irascible goods. I am in Level H3 of Happiness, the Happiness which is called Fulfillment. I am also grateful to the counselling skills that I acquired.

Evaluation of the Project

The positive things that I have gained are that a human person has transcendental potential based on personal love, the giving of self to others and leading by positive example.

If I had to do the Project once again, I would improve it by including all the tiny details to help others develop and also to help them realize that having rational thoughts was critical for my well-being and most importantly, my baby’s health depended greatly on my having a positive attitude towards life and persevering throughout.

Comments of people:

Before:

My husband asked: “Can’t you see that the baby will interfere with your studies?”

Some classmates asked: “Now that you are expecting, will you take a break and resume after deliver?” “Will you manage?” You are doing too much.

After:

My husband commented: “You have a tight schedule there”.

My husband asked: “What will you do for all these people who are so kind to you?” I replied “I don’t know, now that is your homework to think of how we can express our gratitude to them “. Some classmates like T, X and Y carried my bag from the chapel to class.

Some classmates commented: “A, you challenge me.” A, you are a tough cookie! A, you have a lot of energy” “A, this must be a boy” “Pregnancy makes you look so beautiful! You have shown us that pregnancy can be beautiful”. “When I see you, I remember how my wife was when she was expectant, and she was looking beautiful.

Some lecturers commented: “A, you are looking so beautiful, even the colour of your skin, wow! Congratulations on your pregnancy how are your girls?

Summary of lessons learnt

I have learnt how love conquers all challenges. My husband and I now have an improved marital relationship. I also know that nothing is impossible for God the infinite Creator and author of life. God always sent ‘angels’ to help me during the challenging times. My family has been very supportive. My husband ensures my evening hot cup of milk is there for me and reminds our house manager to serve me the hot milk, our children are also eagerly awaiting their brother or sister and they are excited now although they were shocked earlier when I told them. Some close classmates especially T, X, Y (who carried me in their private vehicles and dropped me home at our gate, B (who massaged my back once in class), R (who gave me information about maternity services at the Nairobi Hospital, and also gave a cheese and ham sandwich in class when I was hungry, N who brought me a piece of cake during break time) have been so supportive and without them, I wouldn’t be feeling this good about myself. And I do not take their kind gestures for granted. I always said thank you. My special gratitude goes to our Ethics lecturer, for guiding me in this wonderful intellectual path and discovery.

I am on the way to successfully completing my course this semester which was the goal of my project.

References

My husband; our children; my spiritual mother, my mentor, my doctor, some colleagues, some classmates and some lecturers, namely Ms.B, Mrs. N, Dr. R, Dr. M.

Ethics; Learning to Live by Patricia Debeljuh.

The Art of Total Living by Silvano Borruso (1996). Nairobi. Paulines Publications Africa.

Lecturer’s notes on Principles of Ethics, especially topics on Freedom (the Co-existence-with and Personal Love, and Goodness (transcendental goodness) and the 4 Levels of Happiness (H1 – Satisfaction, H2 – Success, H3 – Fulfillment and H4 – Bliss).

BALANCE WORK, HOME, STUDY

Objective

To reduce inability to cope with office work-related stress when deadlines are not met, and secondly to balance between the office work and family-related matters. To find out the best way of reducing unnecessary stress; and to assign myself a time-period within which this goal can be achieved, i.e. starting from 5 June to 20 July. My intention is to separate office-related work from family affairs by not carrying unfinished office work home.

Reasons why I chose the objective: I realized that I was getting overwhelmed with stress whenever I had deadlines to meet. This interfered with cordial working relationship in the office and office work used to spill over to family. This was unacceptable in the long run and it was threatening my health and family as well.

Activities Planned

To discuss this plan with my family members and my immediate supervisor and colleagues in the office. On 5 June with planning a quarterly meeting; Say a word of prayer with my family members each morning each evening; Prepare documents for the meeting and send them out to member states; (5 June); Prepare 30 files with documents; (8, 9 June); Draft and finalize speaking notes for the Chair of the meeting (10 June) evening; On 11 June 2009 from 9:30 a.m. service the meeting; ask for 360 degrees feedback from colleagues, and record the comments every week in the diary; Plan my work for each week; Check once every week that the planned tasks were accomplished; Work while listening to some gospel music; Take a break in the course of working and socialize with colleagues; change my attitude towards colleagues; have a family fun day (outing) on Sunday; and visit the gym at least once a week.

Execution

On 4 June 2009 from 9:30 to 10:00 p.m., we had a family meeting. I informed them that I planned a project for self improvement. My family was supportive. On 5 June 2009 at 11:00 a.m., I told my supervisor about the project to reduce my stress. She also supported the idea. On 5 June between 2:30 - 3:30 p.m., I met with colleagues, to brainstorm and plan for the meeting. I did the following: prepared documents and transmitted them; prepared speaking notes (5 June); prepared 30 files (9 June); One colleague organized documents in the conference room (11 June); other colleagues assisted with other arrangements. We worked as a team. The entire week was spent in preparations and servicing of the meeting (8, 9, 10 and 11 June). A colleague suggested that we should take morning walks with her for 30 minutes, three times a week. On 9 June, a colleague remarked: "you are really calm this time round". There was no work to be carried home as was the case before.

On 15 June at 9:00 a.m. we had our weekly (one hour) meeting to plan our work. My supervisor remarked: "congratulations for a well planned meeting." Meetings were also held on 22 and 29 June and on 6, 13 and 20 July 2009. These meetings helped me to plan my work and I never carried any work at home and this left me to have quality time with my family.

I had 30 minutes walks around the complex on 15, 17, 19, 22, 24, 26 and 29 June 2009 from 7:30 to 8:00 a.m. Similar walks were made on 1, 3, 6, 8, 10, 13, 15, and 17 July 2009. On

10, 13, July it was difficult for me to go for a walk but my colleague reminded me to come along. She remarked: “Come on, don’t give excuses, let’s go for our walk”.

360 degrees feedback was not possible because it was done for Directors only.

It was not possible to listen to gospel music because it was disrupting everybody.

Each Sunday of the reporting period was a family outing. On 14 June (12:30 p.m.) we went for lunch to the Village Market. On 21 June (1:00 p.m.) we went for lunch to Carnivore; on 28 June to Safari Park Hotel; on 5 July to a friend’s house party; on 12 July I did not feel like going out, when my daughter told me: “Mummy, remember it is a Sunday we must go out for lunch”. On 19 July to Royal Nairobi Golf Club. I did not visit the gym because there was no hot water.

Self-evaluation

Positive comments from my family and colleagues encouraged and motivated me. Through brainstorming I mobilized colleagues to plan a successful meeting. I did not carry documents for the meeting home. I felt that I was becoming patient and patience pays. While driving along the highways one evening going to Strathmore, I gave way to many motorists and a colleague in my car remarked: “super, patient – that was cool”. My daughter remarked: “you are better than daddy ...” This also encouraged me and made me feel that I was transforming.

Through weekly outings, we bonded and became a united family enjoying each other’s company. There was no carry over of work from the office to home. There were clear cut goal plans: family – work – college. I became aware of my weaknesses, for instance I wanted to give up doing exercises but my colleague encouraged me. We consistently went for Sunday outings; consistently had walks with a colleague and consistently worked as a team.

My family came first and there was no distraction of office work in the family. Taking morning walks three times a week also helped me to achieve the project and bond with colleagues.

Project evaluation

The project had success factors for instance I did not carry any office work at home. I have not been irritable; not shouted at any family members or colleagues; not visited the hospital due to illness; not experienced headaches; and, not been stressed. However, there were some pitfalls; in some cases it was not achievable and measurable. For instance, I could not measure the stress levels. I could not do the 360 degrees evaluation because it was applicable to Directors. Lastly, a lot of project focus was on one day’s meeting which was not very measurable in the long run.

My project has been a learning experience and difficult but very unique. Colleagues and family members have been very helpful in achieving this objective. It could not have been possible without other people’s involvement. At least 99.9% of the project was achieved.

References:

Journal: 9 June: Colleague:

“You are really calm ...”

Journal: 15 June: Supervisor:
meeting”

“congratulations for a well planned

Journal: 15 June: On the road:
Journal: 22 June: My daughter:
Journal: 29 July: Colleagues

“Super, patient, that was cool!”
“You are not like daddy .”
“... Don’t give excuses, let’s go for a walk”.

IMPROVE READING HABITS – DEVELOP A READING CULTURE

Planning

My goal for this project was to improve my reading habits and develop a reading culture. After so much reflection, I realised that one of my weaknesses had been poor reading habits. I am one person who would only read for the exams. I have a collection of inspirational books but there is none that I had read and finished. Enrolling for my degree programme didn't make it any easier. The first two semesters were a nightmare for me and I could not cope with the workload. All over sudden, there was too much to read and with my poor reading habit, this became a real challenge. I suffered from stress and frequent migraines which hindered me from achieving any targets. When, we were asked to do this personal development project, I took some time to think through and after consultation with my husband, an elder sister, colleague and even my children, I realised that one of my major weaknesses is that I have a poor reading habit and for me to succeed, I needed to come up with a strategy. Despite the fact that I was managing to get good grades, it was not going to be sustainable. Personal development project came at an opportune time.

I developed a daily reading timetable. I was going to spend two hours every day reading for the next eight weeks. I focused on reading the units that I was doing this semester. From my collection of books, I choose to read three books namely: *Covenanted Happiness* by Cormac Burke, *“The Peter Principle” Why Things Always Go Wrong* by Dr. Laurence J. Peter & Raymond Hull and *“Mom You're Incredible”* by Linda Weber and also spend some time reading the daily newspaper. I would spend one hour reading the unit for that day, thirty minutes reading the book and thirty minutes reading the newspaper. According to my timetable, I would spend a further 10 hours of reading over the weekend. This was indeed an ambitious plan but it was the only way out to ensure that I balance all my activities.

Execution

My timetable meant I had to create time for reading. I had to look through and see where to get this time. I decided that instead of waking up at 6.00 am, I would wake up at 5 am to read the unit for that day. Instead of taking 1 hour for my lunch break, I would take only 30 minutes and use the remaining 30 minutes to go through the newspaper. Instead of watching the 9.00 p.m. news, I decided to be spending 25 minutes with the children before they sleep and to read the book for 30 minutes before sleeping at 10.00 p.m.

Week 1	It was very challenging. Adjusting my sleeping patterns was the most difficult thing. I would feel so sleepy during the day, but I struggled. The other challenge was the temptation to watch news. Initially this was difficult but I struggled and eventually overcame the temptation. My husband was very supportive during this time and although he works out of town, he promised to be waking me up everyday and he lived up to his promise. He would call me every morning at 5.00 to ensure that I wake up. This was very encouraging. My son who is in class 7 also gave me so much encouragement. He decided that he too, would wake up 30 minutes earlier to read. This became a team effort. My weekend reading was disrupted by my travel out of town.
Week 2	It was a bit better. I had CAT's to do and it meant more reading. I decided that I would wake up at 4.00 am instead of 5.00 am. Amazingly, it came without much struggle. I prepared well for my CAT's without any pressure. I was very relaxed

	that when I told my colleague in the office that I had 3 CAT's that week, she asked me whether I would be sneaking out of work early and I said no. I left work at the usual time 5.00 pm. I stopped sneaking away from work to read.
Week 3	I realised that waking at 4.00 am was actually better than reading the 10 hours over the weekend. I would spare more time over the weekend for my family. I finished the Covenanted Happiness which is one of the best books I have read in my life. It addressed many areas of my life that I would improve on to become a better person, wife and mother. I shared the insights of the book with my husband who is currently reading the book.
Week 4	No progress with my schedule. We had a launch that was taking place in the office and being a key organiser, it took so much of my time, my work started piling and I just could not manage. I actually missed classes 3 times that week and my reading schedule was completely disrupted. I had to be in the office extremely early to finish my work and to catch up with the launch activities. I was so much under pressure in the office that I could not do any reading. The week ended with no reading and it was a very depressing week. By weekend, due to the weeklong fatigue, I decided to take some rest.
Week 5	The most rewarding week. I was able to follow my schedule through which was very fulfilling. I started the book 'Peters Principle' and found it extremely inspiring. I learnt great techniques as an employee on how to ensure that I do not reach my level of incompetence but strive to realise my potential. At the office, I realised that I would benefit much more through delegating routine activities to my Assistant. My Assistant was very excited with the job enrichment.
Week 6	Went on smoothly. I managed my weekly reading schedule. I finished the book 'Peters Principle'. I realised that I had done so well with very little pressure. I attended my children's sports day (whole day), an event that I had planned not to attend since I had three CAT's coming up the following week. My husband commented that I was looking very calm and in control. My children were so happy that I attended the function. I meet other parents in the event who commented I was looking very good and enquired the secret. I realised that my scheduled reading was having an effect even on my outlook. Although I have not finished the book 'Mom You're Incredible' I must say that I have come along way. This weekend, I was available for my friend who needed my help. I got time to visit my uncle who is in hospital. Had it not been for these two tasks, I would have finished the last two chapters of this book. However, I am on course, and I plan to go on with this schedule.

Evaluation

The last 6 weeks have been very rewarding and fulfilling for me. I have had remarkable improvements in my reading habits. One key milestone is the time management. I have become very conscious of time and the tasks to be done. I hardly have any time to waste. I have become more prudent. Since I started this project, I have not sneaked out of office to read, neither have I faked a sick off to go and read.

I have managed to spend more time with my family than I have since I enrolled for this degree programme. I am very grateful to my family especially my husband, elder sister and my colleagues who supported me and encouraged me. Most especially is the influence I had on my son who too has learnt to plan his studies. I have learnt to balance my activities without neglecting any since they are all very important (family, work and school). As a result, I have had a stress free period and I have not suffered any bouts of migraine the last 6 weeks.

The flow of work in the office has also improved tremendously since I have delegated most of the routine tasks to my Assistant. Another remarkable outcome in this exercise is the knowledge gained from the three books I have read. I have been very inspired, enlightened and educated on many areas of my life. I feel a better person, wife and mother. This knowledge will also help me deal better with the staff welfare issues in the office. I feel more knowledgeable than I was 8 weeks ago.

Conclusion:

This has been one of most rewarding projects I have done in my life. Initially, it was extremely difficult to adjust and the temptations were high. At times, I thought I would not sail through but through prayer, I have come this far. It has been hard but I am glad to have done it.

I intend to carry on with this reading schedule which has now become part of my life. I strive to become a better person in all areas of my life and above all, to accomplish my life project. I have realised that from this one activity that I have grown in virtue. In little ways I have embraced the cardinal virtues namely, prudence, fortitude, temperance and justice.

FOSTERING A STRONG FAMILY RELATION THROUGH PRAYER, PRAISE AND APPRECIATION

Objective

PROJECT DATES FROM 8th JUNE - 7TH JULY

The pressures exacted on many families by the demands of today's lifestyles can easily make us forget some of the basic yet very important roles of a spouse. I have been married to my husband for 20 years now. Although we have had a healthy relationship. Time and our busy schedules seem to be silently infiltrating on our strong bond.

I feel very strongly that I need to put aside some time to pray for my husband and also to pay more attention to him and to appreciate him more than I'm doing now.

Target: To foster a healthy family relationship by praying, praising and encouraging my spouse for 30 days continuously.

Plan: In order to realize this goal I will make a special prayer each day for thirty days (30) for my husband in relation to our day to day lives. On each of these days I will say and do things so as to encourage and praise his efforts as the head of our family. I plan to go not by my inclination but by what is right and is likely to bring about peace and love in the home. I plan to renew our commitment to each other.

Execution

Week one

Week one day one and the following days in the week were started with a prayer to God. Prayed that my husband would grow spiritually and that he would guard his heart, by developing spiritual discipline through reading the bible, praying and meditation.

On waking up in the morning greeted him and expressed my joy for us being granted yet another day together as family.

On arriving at the office made a call just to say I had arrived well and to wish him a good day

On 13. 06.09. I made a surprise shopping for shirts for my husband; I decided to pick several shirts for him. I was not sure he would love the colors and some of the designs. To my surprise when I handed him the shopping bag and told him they were shirts for him he quickly disappeared to the bedroom without a word.

My sons and I were amazed by the reaction after sometime we realized that he was already fitting the shirts one by one. It is so unlike my husband to be carried away by anything. A surprise, when he repeated again and again how grateful he was and even gave me a hug and a kiss! WOW!

My husband has constantly been very supportive since I started my evening classes, something I was not quite sure about. I have let him know that I'm very grateful for his support and that there are not many men like him. Since I said this I noticed he has doubled

the support around the home by doing all the little things that would have bothered me if they were not done, like helping with the flower garden and other things.

Whenever the opportunity presents itself I have made sure I highlight my husband's achievements to others and always displayed how proud I'm of him. Recently in a wedding gathering as people were chatting about life in general I remember throwing in a comment about how lucky I was to have a husband who is so caring for me and my children. I praised him for the efforts he made to educate our son who will be graduating on 17th July at Strathmore University. Every body agreed that for me not to have been bothered by fees issues for four years was indeed great of him.

Told my husband that I'm glad that of all the girls around him, he picked me to be his wife and was still bearing the burden! Of proofing it. This quite amazed him and he simply laughed about it. Reminded my husband that I was so happy that he wonderfully managed our finances and that is how come we were able to achieve all that we had achieved so far.

Week two

My husband is interested in politics and loves to talk about it; he will want anyone who cares to listen to his ideals on the perfect leadership styles he dreams to accomplish. I have not been a good listener always interrupting and giving my own ideas and advice. However recently in this project I have been more of a listener than a talker. It's working. He has been more focused on what he wants to say and has even had time to seek my opinion. The conversations have lasted longer Have ended well. Courtesy of this change of attitude we have ended up discussing a lot more Things and implemented quite more projects that are helping him towards achieving his goal. I have actively chosen to show respect for all his decisions and especially those made before the Entire family. Result more confidence in decision making and more willingness to involve. The rest of us in decision making. Things are moving faster than before. In this renewed relation I give much more than I expect as I have realized that he also needs His own space in our relationship. I have actually found him paying more attention to what I'm doing at any time.

On many occasions when I arrive home from school in the evening I find he has not taken his supper. Rather than appreciate this I had started taking offence about his actions, taking it to mean he just wanted too much attention even from such a tired woman. I re-examined my attitude and started taking it positively, thinking that it was because he wanted to share at least an activity with me before the day ends. I now interpreted this as love rather than selfishness. I'm ready to serve his food as soon as I arrive home from school at 9.00pm. We eat together and you can not imagine the relive on his face, when I do this without a fuzz.

Prayed that he works hard to provide for the family to the best of his ability. Also that he may become persistent, decisive and strong to develop positive skills for dealing with people.

Called him from the office at noon to let him know that I was thinking and praying for him. He was very happy about this call. I could tell he was happy because he was very responsive to the call and even thanked me for the call and prayers.

Week three

Well! Things have been good since I started appreciating my husband's efforts to love me and fulfill my needs. I praise and thank him whenever I feel he has gone out of his way to please me. This has yielded a renewed confidence in our love relation that I'm just enjoying greatly.

Prayed that my husband would keep his strong integrity and that he would not compromise his convictions. Prayed that he would be honest both to himself and others.

On the 21. 06.09. We had attended a church funds raising function in our home area and I praised him for the way he was able to work with his political rivals despite the corrupt deals they had dealt him before. He acknowledged that it was true he had been wronged but he said he was glad that I did not dismiss his integrity and forgiving attitude for cowardice. I encouraged him to go on in than trend and I'm sure he would accomplish his dream. He responded that with such support from his family there was no reason why he should not achieve his goal of leading his people.

Week four

I praised my husband for always being there with his family in prayer and in trust to God, I even pointed out that he was being a great example and role model to his own children. My husband is one who does not always open up to others about his feelings and plans; at first I mistook this for boredom and indifference. But since I decided to study his communication skill closely I realized that he communicated in so many other different ways. Like in actions mainly. This has made me appreciate his nature and I do not pester him for verbal communication I can interpret a lot more he is communicating apart from plainly talking. Indeed we are getting along much more better and he looks much more relaxed in our daily interactions He even remarked that he thinks I'm learning quite a lot of important things at Strathmore.

Made one at mid day just to find out how he is fairing on. Prayed that he would grow in leadership skills and in providing for his family me his wife.

Prayed that he would be wise about our relationship and love sacrificially.

Self evaluation

More loving, patient , understanding and considerate

A better listener who listens more than talks.

More appreciative and supportive of others

Recognizing others and even praising and thanking them makes a big difference in relations and achievements.

More selfless, learned that putting others first can never hurt you it benefits you instead

Prayer full, whatever it is you desire, earnest prayer will avail it to you.

I have realized the need to be thoughtful over all things before decisions and actions are taken.

After putting into practice all the above things I feel more confident that all things are possible to those who believe.

I'm generally better than I was and will continue developing myself.

Project evaluation

This project no matter how simple it may look has made me realize that instead of just sitting there and complaining about life. We have some degree of control over it and how you want it to be.

I say this because in the few areas I have made some effort to change the things I do and how I do them. I have seen some remarkable change. Might seem too early to predict anything, but there are noticeable changes in our relationship as a family. We are on the way to better communication and better understanding. My husband I notice has gained his confidence back, that we are remaining a family committed to each other and not the other way round. Other members of the family are quite happy with our new way of doing things. They appreciate the efforts and sacrifices being made for harmonious living. This project is continuous and should never end, difficulties encountered can be taken as positive challenges that propel us to achieve our final and ultimate goal.

The Project is extremely worthwhile and I have not seen the end to it as there is still much more I can and should improve about my life. Out of this Project I now know that I owe it to myself and my God to become a better more loving wife, mother and global citizen.

Conclusion

So help me GOD

HANDOUT : Project Instructions

PRINCIPLES OF ETHICS 2009
PERSONAL DEVELOPMENT PROJECT:
Taking control; budgeting my life
(10% of grade mark)



Why this project?

One of the overall goals that Strathmore University aims to achieve is that its students acquire skills that they can use in real life. Each student needs to use their freedom and initiative in order to develop these skills. The aim of this project is to assist you in setting a Personal Development Project goal and work on achieving it during this semester. Each student should keep a record of how the goal was selected, the intermediate task to attain it and a log of the activities done so as to present a written report of their experience at the end of the semester.

What to do?

- Set a personal goal for your personal development. It can be of any area of character. It will be good to find which are your weaknesses or strengths and select one to develop it further. The better the process of selection is the more relevant for your life the goal will be.
- Set a weekly target of what you can do to work towards that goal little by little.
- Keep an journal which you update at least once a week, recording what you have done since the last update to carry out your intermediate targets; successes and failures and how you are progressing towards the goal; record/give evidence of your efforts with real-life stories, what you learn in this process, etc; you can include comments that may come from other people on what you are doing. Remember to write the date of each entry in your journal as you need to track your progress over time.
- Write a report (use the following points as section headings):
 - **a) Planning**
 - Indicate overall goal chosen; how you selected the project objective, the reason and purpose why you choose this particular one. Marks are awarded according to the process of election, the assistance solicited and above all the relevance of the project.
 - Indicate the activities/tasks planned to achieve the overall goal. Marks are awarded by the relevance of the activities to achieve the goal, and their timing.
 - In both areas, main goal and activities the SMART process and SWOT analysis are useful.
 - **b) Execution**
 - Give evidence of some of your efforts each week using real life stories, extracts from the journal, other people's comments, etc. Marks are given according to the number of entries; how abundant and specific is and evidence presented. Textual comments of other people are good evidence.
 - Involvement of other people in the activities each week, or in the evaluation process and how useful was their encouragement and advice. Marks are awarded based on the quality of the people and the suggestions given. Textual comments are top rated.
- **b) Evaluation**
 - Self evaluation: how you think you changed/developed through this process? To what extent do you think you achieved your personal goal?

- Evaluation of the project. One way to evaluate it is to think what are the positive things you gained from the project and secondly how would you improve the project if you have to do it again.

Report format

- **Length:** 800-1,000 words,
- **Structure:** use the section headings indicated above “Write a report”. The marking scheme will award marks for each subsection.
- **References:** the journal extracts should indicate the date of the entry; other people’s comments should indicate who they are (friend, relative, mother, etc.)
- **Submission:** all submissions should be done by email on Word, RTF or HTML format. If there is no acknowledgment from the lecturer the student should find out the problem and solve it within 7 days from the deadline.
- **Deadlines:**
 - 7th June:** to submit the first part “a) Planning a1) Main Goal a2) Activities. (About 300 words);
 - 2nd August:** project report. The activities planned could start on the 8th June week and finish 6 weeks later on July 19th leaving two weeks to write the report.

There is no need to present a hard copy of the report.

All reports, and emails, are treated as top confidential matter. No other person will have access to them, without the express consent of the student in writing.

Marking Scheme:

Main Objective	
Relevant	50
Have you checked your strengths	20
Have you checked your Weaknesses	20
Have you checked your Consultated	
People: spouse, parents, friends, mentors, colleagues	15
Resource material; books, internet, magazines	15
Have you analyse all possibilities (opportunities-threads)	15
Have you stated clear reasons why you have selected this particular objective	15
Specific	20
Measurable	15
Attainable	10
Timed	20
300	
Activities/Tasks/Subobjectives	
Relevant (in line)	20
Timed	15
Measurable	15
Specific	15
Number	10
Attainable	10
30	
Execution	
Evidence of activities per week	
Activity description	100
Relation with the task and goal	100
Evaluation of achievements (positives and negatives)	100
Comments of people if any	100
Assistance sought	
From people	50
From resource material	50
500	
50	
Evaluation & Reporting	
Assess overall achievement of goal	30
Comments of people before and after	40
Summary of lessons learnt	40
Evaluate the project impact in your life	30
Quality of the report	
Adjustment to guidelines	30
Presentation (format, clarity, spelling, ...)	30
200	
20	
Total Marks	100