

**PROMPT WO-088**

Create a Personal Learning Plan

Purpose

Use this prompt to create a structured learning plan that helps individuals develop new skills, improve knowledge, and achieve personal or professional goals. It helps turn a vague desire to learn into a clear roadmap with resources, milestones, and practical actions.

DIFFICULTY
 **Beginner**

TIME SAVED
 **45–90 min**

BEST FOR
Learning & Growth



Best AI Tools

- ChatGPT
- Claude
- Microsoft Copilot
- Google Gemini



Copy & Paste Prompt

You are an experienced Learning Coach and Personal Development Strategist.

Create a personalised learning plan using the information below.

Skill or Subject I Want to Learn:
[Insert skill]

Reason for Learning:
[Career growth, business, personal interest, improvement]

Current Knowledge Level:
[Beginner, intermediate, advanced]

Current Experience:
[Describe what I already know]

Learning Goal:



[What do I want to achieve?]

Available Learning Time:

[Hours per week available]

Preferred Learning Style:

[Videos, reading, practical projects, courses, coaching]

Resources Available:

[Courses, books, tools, platforms]

Deadline or Target Date:

[Insert date]

Please:

- Create a structured learning roadmap.
- Break learning into stages.
- Define key skills to develop.
- Recommend learning activities.
- Suggest practical exercises.
- Create weekly milestones.
- Recommend ways to measure progress.
- Identify common challenges and solutions.
- Create a review and improvement process.

Return only the completed personal learning plan.



Example

INPUT

Skill: Artificial Intelligence

Current Level: Beginner

Goal: Use AI confidently for work and business.

Available Time: 5 hours per week.

EXPECTED OUTPUT

Personal Learning Plan

Learning Goal



Develop practical AI skills that can be used to improve productivity, solve problems, and create new opportunities.

STAGE 1 — UNDERSTAND THE FOUNDATIONS (WEEKS 1–2)

Focus: Learn what AI is and how it works.

Activities:

- Understand AI terminology.
- Explore common AI tools.
- Learn effective prompting.
- Test simple AI tasks.

Milestone: Explain the basics of AI and confidently use beginner tools.

STAGE 2 — BUILD PRACTICAL SKILLS (WEEKS 3–6)

Focus: Apply AI to everyday tasks.

Activities:

- Create prompts.
- Improve writing.
- Summarise information.
- Generate ideas.
- Automate repetitive tasks.

Milestone: Use AI regularly to save time.

STAGE 3 — APPLY TO REAL PROJECTS (WEEKS 7–10)

Focus: Use AI for meaningful outcomes.

Projects:

- Create content systems.
- Improve workflows.
- Build resources.
- Solve real problems.

Milestone: Create a repeatable AI workflow.

STAGE 4 — CONTINUE IMPROVING (ONGOING)

Activities:

- Follow industry updates.
- Test new tools.
- Share learning.



- Improve existing systems.

WEEKLY LEARNING SCHEDULE

Monday: Learn a new concept.

Wednesday: Practice with a tool.

Friday: Review progress and record lessons.

Weekend: Complete a practical project.

PROGRESS TRACKING

Measure:

- ✓ Skills learned
- ✓ Projects completed
- ✓ Time saved
- ✓ Confidence level
- ✓ Practical results

 **Builder's Tip:** *Learning works best when knowledge becomes action. A simple formula: Learn → Practise → Apply → Improve. The goal is not to know everything. The goal is to know enough to create value.*

Related Prompts

- WO-085 – Create Better Habits
- WO-086 – Plan Projects
- WO-089 – Set SMART Goals
- WO-090 – Review and Improve Productivity

Tags

LEARNING

PERSONAL DEV

SKILLS

GROWTH

EDUCATION