

Personal Development Plan

(Insert Your Name Here)

A personal development plan will help you improve or maintain your current level of success and prepare for future opportunities. You can include both personal and career goals in a single plan, or create a separate plan for each of the key areas of your life. Either way, be sure to revisit your plan(s) at least once every six months to ensure your goals are aligned with the changes in the world around you.

This template includes sections for the following process:

1. Assess your current state.
2. Identify areas of opportunities.
3. Skills and experience needs.
4. Develop your action plan.

Assess Your Current State

List your top five skills (things that you do well):

1. Example—Knowledge of accounting
2. Example—Organization
- 3.
- 4.
- 5.

List the five values most important to you:

1. Example—Trust
2. Example—Feeling what I do is important
- 3.
- 4.
- 5.

List your top five strengths:

(To validate your list, ask yourself if family, friends or coworkers would agree?)

1. Example—Good listener—family and friends tell me
2. Example—Thinking strategically—noted on annual performance review
- 3.
- 4.
- 5.

List your five areas that most need improvement:

(To validate your list, ask yourself if family, friends or coworkers would agree?)

1. Example—Staying focused—coworkers tell me I often digress
2. Example—Meeting deadlines—manager worries about my timeliness
- 3.
- 4.
- 5.

List five priority interests:

1. Example—Social media
2. Example—Cooking
- 3.
- 4.
- 5.

List five priority wants:

1. Example—Increased salary
2. Example—More time to read
- 3.
- 4.
- 5.

Identify Areas of Opportunities

Where is your department headed?

Example—Greater efficiency, accomplish more with less effort

Where is your company headed?

Example—Product line expansion to increase growth

What areas do your friends and colleagues see as opportunities?

1. Example—Product management—Jerry Jones, similar position as you
2. Example—Exercise—Join a fitness club or group
- 3.
- 4.
- 5.

**What jobs or areas of interest look exciting and/or filled with potential?
How can you learn more?**

1. Example—Sales—Job shadow Jane Doe, Sales Manager to learn more about sales.
2. Example—Book club—Talk to Jill Smith, who has experience with book clubs.
- 3.
- 4.
- 5.

Skills and Experience Needs

Based on the previous sections, which skills would be most helpful to my personal and career growth?

1. Example—Sales skills
2. Example—Learning more about how to bake
- 3.
- 4.
- 5.

Develop Your Action Plan

Based on the previous sections, list five key goals. Goals are longer-term aims, more general than objectives. They may take a year or more to achieve. Rather than limit yourself with narrow goals like moving from Salesperson to Sales Manager, expand the possibilities and make your goal moving from Salesperson to management—either in sales or elsewhere.

(If you're unsure which area(s) you want to pursue, use the previous sections with blanks or general responses, to create your list. In this case, your goals are to gain greater clarity about which areas of potential opportunities or interests you want to focus on in the next year or two.)

List five key goals:

1. Example—Move into management
2. Example—Become physically fit
- 3.
- 4.
- 5.

Objectives are specific actions that support your larger goals. Choose objectives that will have the greatest impact on achieving your goals. Use the SMART system to define them:

- Specific—can you clearly define the objective you want to accomplish?
- Measurable—how will you know when it’s complete?
- Attainable—is it realistic, based on your current skills and experience?
- Relevant—how does it directly contribute to the goal you’re pursuing?
- Time frame—can you accomplish it within a reasonable time period?

Complete the plan below. Print, then post it in a prominent place. Review regularly to maintain progress on achieving your goals.

INSERT YOUR NAME HERE – 2014 PERSONAL DEVELOPMENT PLAN					
Specific Objective	Measurement	Attainable	Relevance	Time Frame	Achieved? Y/N
Example: Take a Project Management Fundamentals Class.	Attend all sessions and complete all assignments. Receive certificate.	Yes, with support of family members to be away for evening classes.	PM Certificate directly supports my goal of being qualified for a job in management.	5-week class, May/June time frame	
Example: Job shadow Jane Doe, Sales Manager for a day.	Follow a full day of Jane’s activities.	Yes, with permission from my boss to spend a day away from my regular work.	Gain insight into what a sales manager does and what skills are needed.	Set up a day this week. Complete next week.	
Example: Define and begin an exercise program.	Track duration and frequency of exercise program.	Yes, need to check with my doctor to ensure my plan is appropriate. Adjust plan as advised.	Supports goal to become physically fit.	First month, work up to steady routine. Maintain every month thereafter.	