

My Personal Development Plan

Planning your development will encourage you to envision your ideal future and to set measurable, clearly-defined goals to guide you there. Having a plan will provide you with the short-term motivation to achieve your long-term vision. The first step is to define that vision by evaluating your current work & personal life and assessing where you would like to be in the future. For each outcome you are seeking you should create an Action Plan.



Timeframe for my plan:

What areas do I want to grow in? (Think about what is going well, what is not going well.)


What do I want to be different: in my work, in my job, on my team, in my personal life?

What outcomes am I seeking (business/career/personal)?

Next Step: Create an action plan for each outcome

Getting Going: Action Plan

Getting Motivated: My Desired Outcome # ___



Why is this outcome important to me?

What is at stake if I don't reach this outcome?

What is at stake if I do?

Getting Specific: Key steps I will take to reach this outcome

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Getting Smarter: skills or knowledge I will need to reach this outcome

Getting Better: behavior changes I need to make to reach this outcome

Getting Help: resources I will use to reach this outcome

Getting Real: Tracking My Progress

