

Personal Development Plan

Week 1 – Who you are

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 (Examples: accounting, organized, hosting):

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

List the five values most important to you (Trust, value, appreciation, faith, service):

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

List your top five strengths (good listener, strategic thinker, good at research, kind host):

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

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

List five priority interests/hobbies (graphic design, cooking, reading, yoga, etc.):

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

List five priority wants (more money, more time to read, ability to travel, time with family):

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

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Week 2 – What You Want

Why did you come to college?

Where are your current education goals?

What are your current career goals?

What areas do you see as opportunities while you are at Campbell?

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

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

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

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

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

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Week 3 – What Will It Take?

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.
- 2.
- 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.

2017 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	