

What is my current state?

<i>What are my strengths?</i>	<u>Strengths</u> 1. 2.
<i>What are my weaknesses?</i>	<u>Weaknesses</u> 1. 2.
<i>What are the comm on feedbacks (positive & negative) that I received from others?</i>	<u>Feedbacks</u> 1. 2.
<i>What other performance indicators can I notice?</i>	<u>Performance Indicators</u> 1. 2.
	<u>Focus area priority</u> 1. 2. 3.

In this section you identify focus areas on where to improve. For eg. communication skills, specific technical knowledge, self esteem, anger management etc.

A good approach would be to seek feedback from others. Find someone who is objective and knows you well enough.

Proceed to select focus areas and rank them by priority. Focus more on areas which has an immediate impact on your near future.

What is my desired state?

<i>What do I hope to improve/achieve?</i>	<u>Desired state (from identified focus areas)</u> 1. Be descriptive of what you can do (ability) and knowledge level. 2. 3.
<i>Why do I want to achieve that? What does it give me?</i>	<u>Why do I want it?</u> 1. 2. 3.

Identify what is your desired proficiency level or capability for the selected focus areas.

Proceed to identify your personal reason for wanting this. How & where does it help you.

How do I get there? What is needed?

<i>What must I improve / learn / experience to achieve that desired state?</i>	1. 2. 3.
<i>What are the possible resources to learn / experience / improve?</i>	<u>Resources</u> 1. 2. 3.

Identify the means & approach to achieve the desired state. Eg. books, courses, training, practice opportunities, mentor, coach etc.

Proceed set a schedule for it. Set aside a few hours or more per week to work on it. Always set a specific time and stick to it.

Timeline

<i>When do I want or need to achieve the desired state?</i>	<u>Focus Area #1</u> Hours per week : Day - time 1 : eg. Sat 2-3pm Day - time 2 :	<u>Focus Area #1</u> Start date : Short term goal : Medium term goal : Long term goal :
<i>What is my schedule to work on these focus areas?</i>	<u>Focus Area #1</u> Hours per week : Day - time 1 : Day - time 2 :	<u>Focus Area #2</u> Start date : Short term goal : Medium term goal : Long term goal :

Set a timeline to meet your short term, medium term and long term goals. Use a calendar or Gantt Chart for better effect.

Schedule time weekly to work on it as well

Set milestones in between short term goals if you feel the need to.

Notes / other

Document any important notes or other items in this section

Write down any additional information that you feel is important to note.