

My Personal Development Plan

Date: _____

What is my current state?	
What are my strengths?	<u>Strengths</u> 1. 2.
What are my weaknesses?	<u>Weaknesses</u> 1. 2.
What are the common feedbacks (positive & negative) that I received from others?	<u>Feedbacks</u> 1. 2.
What other performance indicators can I notice?	<u>Performance Indicators</u> 1. 2.
(Decision on priority focus areas derived from the above)	<u>Focus area priority</u> 1. 2. 3.
What is my desired state?	
What do I hope to improve/achieve?	<u>Desired state (from identified focus areas)</u> 1. 2. 3.
Why do I want to achieve that? What does it give me?	<i>(e.g., be descriptive of what you can do (ability), your knowledge level etc.)</i> <u>Why do I want it?</u> 1. 2. 3. <i>(the more reasons you have for wanting to achieve the goal, the more driven you will be to achieve it)</i>

In this area, you identify focus areas on where to improve. For example, 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 and is vital to many areas of your life.

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

Proceed to identify your personal reason for wanting this. i.e. how and where does it help you.

How do I get there? What is needed?		
<p>What must I improve / learn / experience to achieve that desired state?</p>	<p><u>Requirements</u></p> <ol style="list-style-type: none"> 1. 2. 3. 	<p>Identify the means & approach to achieve the desired state. E.g., books, courses, training, practice opportunities, mentor, coach etc.</p>
<p>What are the possible resources to learn / experience / improve?</p>	<p><u>Resources</u></p> <ol style="list-style-type: none"> 1. 2. 3. 	
Timelines and schedule		
<p>When do I want or need to achieve the desired state?</p>	<p><u>Focus Area #1</u> Hours per week : Day – time 1 : eg. Sat 2-3pm Day – time 2 :</p>	<p><u>Focus Area #1</u> Start date : Short term goal : Medium term goal : Long term goal :</p>
<p>What is my schedule to work on these focus areas?</p>	<p><u>Focus Area #1</u> Hours per week : Day – time 1 : Day – time 2 :</p>	<p><u>Focus Area #2</u> Start date : Short term goal : Medium term goal : Long term goal :</p>
Notes / other		
<p>Document any important notes or other items in this section</p>		
<p>Set a timeline to meet your short term, medium term and long term goals. Use a calendar or Gantt chart for better effect.</p> <p>Schedule time weekly to work on it as well.</p> <p>Set milestones in between short term goals if you feel the need to.</p>		