**Personal Development Plan Template**

**How do I get there? What is needed?**

Identify the means & approaches to achieve your desired state.

Set aside a few hours or more per week to work on it. Set a specific time and stick to it.

**Notes/Others**

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Set a timeline for meeting your short term, medium and long term goals. Use a calendar or chart for effective time management. Schedule your time in weeks. Set milestone in between short term goals if you feel the need to.

**Set timeline**

What must I improve/ learn/ experience to achieve the desired state?

What are the possible resources to learn/ experience/ improve?

Resources

Desired state

1. Describe what you can do and your knowledge level?

2.

3.

Why do I want it?



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

Proceed to identify your personal reason for wanting this.

**What is my desired state?**

What do I hope?

Why do I want to achieve that? What does it give me?

In this section you will identify your focus areas on where to improve. For instance, communication skills, special 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.

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

What are my strengths?

What are my weaknesses?

What are the common feedbacks that I receive from others?

What other performance indicators can I notice?

Strengths

1

2

Weaknesses

1.

2.

Feedback

1.

2.

Performance Indicators

1.

2.

Focus Area Priority

1.

2.

**What is my current state?**