

PERSONAL DEVELOPMENT PLAN

**My First Major Goal:**

<b>Knowledge to Gain/Skills to Build/Attitudes to Develop</b> (What must I acquire/improve?)	<b>Proof</b> (How will I know I did it?)	<b>Development Activities</b> (How will I actually gain/build/develop these?)	<b>Potential Mentors</b> (Who might help me with my development?)	<b>Target Completion Date</b> (When will I be there?)
1.				
2.				
3.				

**My First Major Goal:** Finding a Mentor

<b>Knowledge to Gain/Skills to Build/Attitudes to Develop</b> (What must I acquire/improve?)	<b>Proof</b> (How will I know I did it?)	<b>Development Activities</b> (How will I actually gain/build/develop these?)	<b>Potential Mentors</b> (Who might help me with my development?)	<b>Target Completion Date</b> (When will I be there?)
<b>1.</b> define my motivation/goals	Be able to concretely say this in an "elevator speech" with conviction. Have a written list/document.	Start with some tools..schedule time every week, find peers to talk to about it—might take awhile	Peers, spouse, friends, , old classmates	3 months (find a way to create accountability)
<b>2.</b> list what I am looking for (skills, talents etc.)..where do I want to go and what do I need? Gap analysis	Have it written. Have reviewed it with someone? Date your list. Feel ready to find a mentor.	Informational interviews (4). Read two books on career development.	Current boss—what areas I need to develop!	End of 6 months
<b>3.</b> Meet people/candidates...  Make my list. Make the ask.	I will have matched my needs to candidates. I will have asked 1 person to work with me on one project	I will volunteer on a committee. I will meet 5 new people at work. I will go to WEST events. I will make time.	Classmates and colleagues to recommend candidates.	End of 1 year

## Personal Development Plan (from www.thementoringgroup.com)

1. Print out the **blank Plan**.
2. Look at your completed Draft Vision Statement again, and **choose one goal** that will help you take a first key step toward reaching your vision.
3. Write the **goal** in the space, "My First Major Goal."
4. In the first column, write **up to three steps/objectives** that will help you accomplish one key part of your Goal. Write the objectives as **skills, knowledge, or attitudes** to attain. Some people choose easy objectives that can be reached immediately (in order to build success and momentum). Others choose the most important objectives that will ensure they'll master the goal.
5. For each objective, choose a **measure/proof** to show you've reached it, at least one **learning/development activity** (class? book? internship? research on the Web?), some **potential mentors** who could help you, and finally a **target completion date** (December 31, 2003?) by which you'll reach the objective.

Take at least an hour to work on your plan. Use a pencil if that feels better than a pen or computer. Talk to someone you respect about your proposal, and make changes as needed. Be sure your plan is **challenging** and **compelling** enough to excite you every day but **not so difficult** that you won't do it.

### Tool #3: Personal Development Plan: SAMPLE ONLY

<b>My First Major Goal:</b> <i>I will make significant progress on my formal education by the end of 2000.</i>				
<b>Knowledge to Gain/Skills to Build/Attitudes to Develop</b> (What must I acquire/improve?)	<b>Proof</b> (How will I know I did it?)	<b>Development Activities</b> (How will I actually gain/build/develop these?)	<b>Potential Mentors</b> (Who might help me with my development?)	<b>Target Completion Date</b> (When will I be there?)
<b>1.</b> <i>Enroll in an appropriate Internet-based degree program.</i>	<i>-Have list of programs -Receive acceptance letter</i>	<i>-Research Web -Contact potentials -Submit transcript -ID best Apply</i>	<i>-Mary (did this last year) -Chen (knows Web)</i>	<i>End of month 3</i>
<b>2.</b> <i>Complete 2 required courses for degree</i>	<i>-Receive final grades (at least B+)</i>	<i>-Do all assignments</i>	<i>-Assigned instructors -Jack (retired teacher)</i>	<i>Ends of months 6 and 9</i>
<b>3.</b> <i>Complete 1 elective course that counts toward degree</i>	<i>-Receive final grade (A)</i>	<i>-Do all assignments -Teach my sister the subject</i>	<i>-My spouse -Assigned instructor</i>	<i>End of 2003</i>