

## My Individual / Career Development Plan

This personal/career development plan template can be used as a tool to guide your thought process and map your progress over a chosen period. Completion of this plan will follow a **5-Step process**. Each step will address specific life/career-related questions:

1. **What Skills Do I Already Possess? (Where Am I Now?)**
2. **What Do You Want For Your Life/Career? (Where Do I Want To Go?)**
3. **How Might You Get There? (What Steps Do I Need To Get There?)**
4. **Who Can Help? (What Resources Might I Use?)**
5. **My Goal Summary In The SMART Format**

You can complete it at your leisure, print and save a copy.

Please use a separate sheet of paper if you need to add information.

### 1. Where Am I Now?

This process starts with taking a good look at where you are currently at.

What are your skills, talents, interests and values?

Answering the questions below will assist you in determining your starting point.

Questions	Answers
Where am I now in regards to my life/career? What is my view of my current situation?	
What do I enjoy most and do well? What appeals to me, what skills come to me naturally?	
What are some things people ask me to help with?	
What are my values? (work/life)	
How do I feel when I think about my ideal job/life? (lackluster, excited, motivated)?	
Is there anything getting in my way of achieving what I want?	

## 2. Where Do I Want To Go?

What you'll do next is:

- Consider your career/life goals
- Explore your options.
- Develop concise written statements related to your goals and add them to the table below.

Knowing where you want to go makes the next steps in determining your future career move much easier.

Questions	Answers
What does my ideal job/life look like? If I could do any job in the world what might it be and why?	
What energizes me?	
Where do I want to be (in 1 Year, in 5 Years)	
What is my preferred balance between work and personal life?	
What normally gets in the way of achieving my goals?	
What kind of work environment suits me best?	
Do I feel I have a calling in life?	

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### 3. How Can I Get There?

By answering questions 1 & 2, you should now have a clearer idea of what you want & where you want to go. The next step is figuring out how you might get there. What do you need to do? Below are some questions you may consider in deciding what resources may be useful.

Questions	Answers
How can I prepare myself to achieve my goals?	
What steps do I need to take to get from where I am now to where I want to be?	
What resources and tools/ resources do I need?	
What new skills do I want to learn? What existing skills do I need to develop?	
How can I commit to achieving my goals?	
What barriers do I need to remove to make this happen?	
How will I know I have been successful?	

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## 4. Who Can Help (Resources)?

Knowing who can assist you and what resources you need to achieve your goals can greatly assist you in staying focused on your vision.

Questions	Answers
What new relationships can I build to help attain my goals?	
Who do I know who can support me attain my goals?	
Who have I lost touch with who can support me in my goals?	
What new relationships can I build to help attain my goals?	
What role can my friends and family take in encouraging me to stay focused?	
What role can my supervisor / mentor play in supporting my career aspirations?	
What communities of practice currently exist that I can tap into?	

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## 5. Goal Setting in the SMART Format

Now that you have a clearer picture of who you are, where you are now and where you want to go, it is now time to set some goals for yourself and create your Life/Career Development Plan – goal summary.

Using the SMART goal setting process is a good way to do this effectively and set yourself up for success.

### SMART

**Specific** (so you know exactly what you are trying to achieve)

**Measurable** (so you know when you have achieved it!)

**Action-oriented** (so you can do something about it!)

**Realistic** (so it is achievable) and

**Time-Bound** (has a deadline)

### Personal Career Plan – Goal Summary

Once you have your goals in a SMART format – add them to the Personal Career Plan – Goal Summary below:

Goal	Specific skills, knowledge, achieved	How will I achieve the goal?	What resources do I need (people, material etc.)	By when? (Timeline)	Success criteria – How will I know I am successful?

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