

PERSONAL DEVELOPMENT PLAN TEMPLATE

WHAT IS MY CURRENT STATE?

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 DESIRED STATE?

What do I hope?

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

Desired state

1. Describe what you can do and your knowledge level?
2. -----?
3. -----?

Why do I want it?

1. -----?
2. -----?
3. -----?

HOW DO I GET THERE? WHAT IS NEEDED?

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

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

1.
2.
3.

Resources

1.
2.
3.

SET TIMELINE

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.