

# PERSONAL DEVELOPMENT PLAN

Name \_\_\_\_\_

What is your first goal?

What specific action steps do you need to take to achieve your goal?

By when?

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What is your second goal?

What specific action steps do you need to take to achieve your goal?

By when?

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Identify two people with whom you will discuss your goals and action plans.

1. \_\_\_\_\_

2. \_\_\_\_\_

Schedule two checkpoints to revisit and adjust your goals as necessary. Put these dates on your calendar.

1. \_\_\_\_\_

2. \_\_\_\_\_