

Personal Development Plan

For

Date

Personal Development Plan

This is the personal development plan for _____
made on this the ____ day of _____, 20__.

Life Purpose/Vision/Identity Statement – *Describe your high level vision*

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Dreams and Desires – *Describe what you want to achieve in life*

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Value Statements – *What are the key values that you aspire to that also drive your decision-making?*

Values	Description of Values

The Ideal You – *Describe the Ideal You*

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Major Goals – *Describe your five most important goals*

1
2
3
4
5

Personal Development and Education Goals

1
2
3
4
5

Signed _____ Date _____

GOAL #1 PLANNING SHEET

Start Date

Target Completion Date

Date Achieved

GOAL – <i>What I want to achieve</i> (Specific, Measurable, Attainable, Realistic, Tangible)

Benefits – <i>What I will get from achieving this goal</i>

Possible Obstacles – <i>Things that could interfere with my achieving this goal</i>	Possible Solutions – <i>Ways to remove obstacles from my path</i>

Actions Steps for achieving this goal – <i>The things I must do to achieve this goal</i>	Start Date	Date Reviewed	Date Completed

Methods of Tracking Progress – <i>How will I know when I am making progress</i>		
If Text (describe here)		
If Numeric (insert below)		
Baseline	Unsatisfactory	Very Unsatisfactory

GOAL #2 PLANNING SHEET

Start Date

Target Completion Date

Date Achieved

GOAL – <i>What I want to achieve (Specific, Measurable, Attainable, Realistic, Tangible)</i>

Benefits – <i>What I will get from achieving this goal</i>

Possible Obstacles – <i>Things that could interfere with my achieving this goal</i>	Possible Solutions – <i>Ways to remove obstacles from my path</i>

Actions Steps for achieving this goal – <i>The things I must do to achieve this goal</i>	Start Date	Date Reviewed	Date Completed

Methods of Tracking Progress – <i>How will I know when I am making progress</i>		
If Text (describe here)		
If Numeric (insert below)		
Baseline	Unsatisfactory	Very Unsatisfactory

GOAL #3 PLANNING SHEET

Start Date

Target Completion Date

Date Achieved

GOAL – <i>What I want to achieve (Specific, Measurable, Attainable, Realistic, Tangible)</i>

Benefits – <i>What I will get from achieving this goal</i>

Possible Obstacles – <i>Things that could interfere with my achieving this goal</i>	Possible Solutions – <i>Ways to remove obstacles from my path</i>

Actions Steps for achieving this goal – <i>The things I must do to achieve this goal</i>	Start Date	Date Reviewed	Date Completed

Methods of Tracking Progress – <i>How will I know when I am making progress</i>		
If Text (describe here)		
If Numeric (insert below)		
Baseline	Unsatisfactory	Very Unsatisfactory

GOAL #4 PLANNING SHEET

Start Date

Target Completion Date

Date Achieved

GOAL – <i>What I want to achieve</i> (Specific, Measurable, Attainable, Realistic, Tangible)

Benefits – <i>What I will get from achieving this goal</i>

Possible Obstacles – <i>Things that could interfere with my achieving this goal</i>	Possible Solutions – <i>Ways to remove obstacles from my path</i>

Actions Steps for achieving this goal – <i>The things I must do to achieve this goal</i>	Start Date	Date Reviewed	Date Completed

Methods of Tracking Progress – <i>How will I know when I am making progress</i>		
If Text (describe here)		
If Numeric (insert below)		
Baseline	Unsatisfactory	Very Unsatisfactory

GOAL #5 PLANNING SHEET

Start Date

Target Completion Date

Date Achieved

GOAL – <i>What I want to achieve (Specific, Measurable, Attainable, Realistic, Tangible)</i>

Benefits – <i>What I will get from achieving this goal</i>

Possible Obstacles – <i>Things that could interfere with my achieving this goal</i>	Possible Solutions – <i>Ways to remove obstacles from my path</i>

Actions Steps for achieving this goal – <i>The things I must do to achieve this goal</i>	Start Date	Date Reviewed	Date Completed

Methods of Tracking Progress – <i>How will I know when I am making progress</i>		
If Text (describe here)		
If Numeric (insert below)		
Baseline	Unsatisfactory	Very Unsatisfactory