

# HOW TO CREATE A PERSONAL PROFESSIONAL DEVELOPMENT PLAN

## WHAT IS MY SWOT?

What **Strengths**, **Weaknesses**, **Opportunities**, and **Threats** should inform my development plans?



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## WHAT ARE MY CAREER ASPIRATIONS?

What is my personal **mission statement**? What **core values** inform this mission? What **short- and long-term steps** will help me achieve my mission?



## WHAT ARE MY KEY PROJECTS?

What **projects** will challenge me and help me reach my goals?



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## WHAT ARE MY KEY PERFORMANCE METRICS?

What **specific, measurable, achievable, relevant, and time-bound (SMART) goals** will help me reach my short- and long-term career aspirations?



## WHAT DO I NEED TO LEARN?

What **training, workshops, certifications, or educational courses** will help me reach the next level of success?



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## HOW WILL I NURTURE RELATIONSHIPS?

What **specific steps** will I take to **nurture relationships** with supervisors, direct reports, and key stakeholders?



## HOW WILL I BUILD MY NETWORK?

Who can I help? Who can help me? What **industry events** will I attend? What **groups** will I join? What **personal networking** will I do?



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## WHAT COACHING OR MENTORING DO I NEED?

What **coaching and/or mentoring** would accelerate my professional growth?



## HOW WILL I REVIEW AND ASSESS THIS PLAN?

How will I stay intentional about **reflecting and revising** this plan as needed?



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## WHAT IS MY TIMELINE AND MILESTONES?

What are my **specific deadlines and checkpoints** for progress? Where will I track these?

