

Personal Development Plan Template

Step 1:

Important goals that I want to achieve:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Step 2:

Out of all goals, this one is the most important to me:

Step 3:

How long will it take me to achieve this goal: _____

Do I commit 100% to achieve this goal: YES NO

Reward I will give to myself once I achieved this goal:

Step 4:

Strengths I have that can help me to achieve this goal:

- 1.
- 2.
- 3.

Step 5:

Things I choose to start doing and stop doing which will help me to achieve my goal:

START DOING	STOP DOING
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

Step 6:

Which new skills/knowledge will help me to achieve my goal?

- 1.

- 2.
- 3.
- 4.
- 5.

Step 7:

Which actions do I need to take to achieve this goal?

Action 1:

Action 2:

Action 3:

Action 4:

Action 5:

Step 8:

Who can help me to achieve this goal faster?

Step 9:

My progress:

What's working well (my accomplishments)	What do I need to change (improve)