

# **Personal Development Plan**

**For**

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**Date**

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## 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

<b>Start Date</b>
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<b>Target Completion Date</b>
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<b>Date Achieved</b>
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<b>GOAL – <i>What I want to achieve (Specific, Measurable, Attainable, Realistic, Tangible)</i></b>

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

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

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

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

## GOAL #2 PLANNING SHEET

<b>Start Date</b>
-------------------

<b>Target Completion Date</b>
-------------------------------

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

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

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

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

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

### GOAL #3 PLANNING SHEET

<b>Start Date</b>
-------------------

<b>Target Completion Date</b>
-------------------------------

<b>Date Achieved</b>
----------------------

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

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

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

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

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

## GOAL #4 PLANNING SHEET

<b>Start Date</b>
-------------------

<b>Target Completion Date</b>
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<b>Date Achieved</b>
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<b>GOAL – <i>What I want to achieve</i> (Specific, Measurable, Attainable, Realistic, Tangible)</b>

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

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

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

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



## GOAL #5 PLANNING SHEET

<b>Start Date</b>
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<b>Target Completion Date</b>
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<b>Date Achieved</b>
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<b>GOAL – <i>What I want to achieve (Specific, Measurable, Attainable, Realistic, Tangible)</i></b>

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

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

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

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