

## Personal Development Plan

### Step 1:

Identify the skill and experience requirements of your desired role:

Skills/Experience Requirements	Current Skill/Experience Level (Low/Medium/High)





## Good Practice

Keep your goals and objectives SMART:

- **Specific**
- **Measurable**
- **Attainable**
- **Relevant**
- **Time related**

<b>Specific</b>	Be specific in identifying what area/skill is being improved or strengthened.  <i>E.g. “making difficult decisions” rather than “management”.</i>
<b>Measurable</b>	Ensure that progress (and achievement) of the goal can be measured.
<b>Attainable</b>	Goals should be a stretch, but also remain realistic.  <i>E.g. “learn basic programming in 6 months” rather than “2 weeks”.</i>
<b>Realistic</b>	Goals need to be relevant & drive your development forward. If work-based (rather than outside of work) they also need to drive the organisation forward.
<b>Time-Related</b>	Identify a target date, for both focus and urgency.

*For help with personal development and personal development plans, visit us at [surviveatwork.com](http://surviveatwork.com).*

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