**Set timeline**

Resources

**What must I improve/ learn/ experience to achieve the desired state?**

**What are the possible resources to learn/ experience/ improve?**

Set a timeline for meeting your short term, medium and long term goals. Use a calendar or chart for effective time management. Schedule your time in weeks. Set milestone in between short term goals if you feel the need to.

**What are my strengths?**

**What are my weaknesses?**

**What are the common feedbacks that I receive from others?**

**What other performance indicators can I notice?**

Desired state

1. Describe what you can do and your knowledge level?

2. ------------------------------------------------------------------------------?

3. ------------------------------------------------------------------------------?

Why do I want it?

1. ------------------------------------------------------------------------------?
2. ------------------------------------------------------------------------------?
3. ------------------------------------------------------------------------------?

**What is my current state?**

**How do I get there? What is needed?**

**Personal Development Plan Template**

**What is my desired state?**

**Strengths**

1: ------------------------------------------------------------------------------

2: ------------------------------------------------------------------------------

**Weaknesses**

1: ------------------------------------------------------------------------------

2: ------------------------------------------------------------------------------

**Feedback**

1: ------------------------------------------------------------------------------

2: ------------------------------------------------------------------------------

**Performance Indicators**

1: -------------------------------------------------------------------------------

2: -------------------------------------------------------------------------------

**Focus Area Priority**

1: -------------------------------------------------------------------------------

2: -------------------------------------------------------------------------------

**What do I hope?**

**Why do I want to achieve that? What does it give me?**