

Developing Your Professional Development Plan (PDP) – Part 2

Personal/Professional Development Plan

Name _____ Date _____

AREA OF FOCUS: FAMILY

Where I Am Currently	Resources Required	Goal	Outcome
1.			<input type="checkbox"/> Not Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Fully Met <input type="checkbox"/> Exceeded
2.			<input type="checkbox"/> Not Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Fully Met <input type="checkbox"/> Exceeded
3.			<input type="checkbox"/> Not Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Fully Met <input type="checkbox"/> Exceeded
4.			<input type="checkbox"/> Not Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Fully Met <input type="checkbox"/> Exceeded

AREA OF FOCUS: SPIRITUAL

Where I Am Currently	Resources Required	Goal	Outcome
1.			<input type="checkbox"/> Not Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Fully Met <input type="checkbox"/> Exceeded
2.			<input type="checkbox"/> Not Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Fully Met <input type="checkbox"/> Exceeded
3.			<input type="checkbox"/> Not Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Fully Met <input type="checkbox"/> Exceeded
4.			<input type="checkbox"/> Not Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Fully Met <input type="checkbox"/> Exceeded

AREA OF FOCUS: SOCIAL/RELATIONSHIPS

Where I Am Currently	Resources Required	Goal	Outcome
1.			<input type="checkbox"/> Not Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Fully Met <input type="checkbox"/> Exceeded
2.			<input type="checkbox"/> Not Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Fully Met <input type="checkbox"/> Exceeded
3.			<input type="checkbox"/> Not Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Fully Met <input type="checkbox"/> Exceeded
4.			<input type="checkbox"/> Not Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Fully Met <input type="checkbox"/> Exceeded

AREA OF FOCUS: FINANCIAL

Where I Am Currently	Resources Required	Goal	Outcome
1.			<input type="checkbox"/> Not Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Fully Met <input type="checkbox"/> Exceeded
2.			<input type="checkbox"/> Not Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Fully Met <input type="checkbox"/> Exceeded
3.			<input type="checkbox"/> Not Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Fully Met <input type="checkbox"/> Exceeded
4.			<input type="checkbox"/> Not Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Fully Met <input type="checkbox"/> Exceeded

AREA OF FOCUS: CAREER

Where I Am Currently	Resources Required	Goal	Outcome
1.			<input type="checkbox"/> Not Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Fully Met <input type="checkbox"/> Exceeded
2.			<input type="checkbox"/> Not Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Fully Met <input type="checkbox"/> Exceeded
3.			<input type="checkbox"/> Not Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Fully Met <input type="checkbox"/> Exceeded
4.			<input type="checkbox"/> Not Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Fully Met <input type="checkbox"/> Exceeded
5.			<input type="checkbox"/> Not Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Fully Met <input type="checkbox"/> Exceeded

Personal Development — Other Ideas, Resources, and Goals:

Professional Development — Other Ideas, Resources, and Goals:

Next Date to Review My PDP _____
(Put this date on your calendar to remind you.)

Sample Completed Personal/Professional Development Plan

AREA OF FOCUS: FAMILY

Where I Am Currently	Resources Required	Goal	Outcome
My marriage is struggling.	Schedule two date nights per month. Every night, after work, ask my spouse about their day. Do one thing each week without being asked.	Improve communication and intimacy with my spouse.	<input type="checkbox"/> Not Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Fully Met <input type="checkbox"/> Exceeded
I want a better relationship with my kids.	Schedule one individual activity with each child each weekend. Spend 10 minutes per night reviewing each child's homework.	Spend at least one hour alone with each child weekly.	<input type="checkbox"/> Not Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Fully Met <input type="checkbox"/> Exceeded

AREA OF FOCUS: SPIRITUAL

Where I Am Currently	Resources Required	Goal	Outcome
"Okay" spiritual life. Not great, but okay.	Spend 10 minutes each morning in quiet time. Read one book each month on a spiritual topic.	What I would personally consider a "great" spiritual life.	<input type="checkbox"/> Not Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Fully Met <input type="checkbox"/> Exceeded

AREA OF FOCUS: SOCIAL/RELATIONSHIPS

Where I Am Currently	Resources Required	Goal	Outcome
I don't have enough "close friends" in my life. ("People who I can count on, and who can count on me.")	Make a list and identify characteristics of close friends I've had in the past. Invite one friend to do something with me once a month. Reach out to 5 friends at least once a month (by text or phone).	Develop 2 new close, same-sex friendships by Dec. 31	<input type="checkbox"/> Not Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Fully Met <input type="checkbox"/> Exceeded

AREA OF FOCUS: FINANCIAL

Where I Am Currently	Resources Required	Goal	Outcome
Owe \$18,510 in debt (\$15,420 on student loan, \$3,090 on credit card)	Need to earn certification to get a raise to \$21.20 per hour. Write a monthly budget on the first day of each month. Have a garage sale in April to raise at least \$500.	Pay off \$3,090 credit card debt by June 30.	<input type="checkbox"/> Not Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Fully Met <input type="checkbox"/> Exceeded

AREA OF FOCUS: CAREER

Where I Am Currently	Resources Required	Goal	Outcome
Need to increase typing speed and accuracy. Currently type 30 words per minute.	Take typing speed test: <i>http://www.speedtypingonline.com</i> Work on typing speed/accuracy for 15 minutes each day: <i>https://www.typingclub.com</i>	Increase typing speed to 60 wpm by July 30.	<input type="checkbox"/> Not Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Fully Met <input type="checkbox"/> Exceeded
Nine hours short of bachelor's degree in business.	Online program that offers credit for life/professional experience. Tuition of no more than \$5,000.	Finish bachelor's degree online within 12 months.	<input type="checkbox"/> Not Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Fully Met <input type="checkbox"/> Exceeded
178 LinkedIn Connections	Spend 5 minutes per day on LinkedIn accepting connection requests and sending requests for connections.	Build LinkedIn Connections to 300 by Dec. 31.	<input type="checkbox"/> Not Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Fully Met <input type="checkbox"/> Exceeded