

Professional Development Personal Goal and Action Plan

Decide what you will work on

To construct your personal goal, write in one or two sentences:

- What actions are you going to take? How often? Consider how you will know that you have achieved what you set out to achieve
- When will you start? When will you review your progress to see if you need to amend this goal?

Write down all the things that you will need to do in order to achieve your personal goal (fill in only as many lines as you need and write overleaf if necessary)

To create your action plan, consider the following:

- What are all of the things you need to do to achieve your aims?
- How will you remember to do these things?
- What might get in the way of carrying out your actions? What can you do to overcome this?
- What is your back-up plan if some of your strategies do not work?
- How do you need to be thinking to maximize your chances of doing what you plan to do?
- What do you need to do to increase your confidence in achieving your personal goal?
- Who or what else can support your efforts?

Tick when achieved

Check Importance and Confidence

How much do you really **want** to achieve this personal goal?

(Not at all) 1 2 3 4 5 6 7 8 9 10 (Very much)

How confident are you that you **will** achieve this personal goal?

(Not at all confident) 1 2 3 4 5 6 7 8 9 10 (Very confident)