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**PERSONAL DEVELOPMENT PLAN TEMPLATE** *(shortened version)*

Personal development is not seen as an activity to tick off and go on with the rest of your day/life. It is a continuous process throughout a person’s life. **One work on it every day!**

It is important to take personal development serious as you are the most important person in your own life. Nobody is going to change for you. All that people will do is give you constant verbal and non-verbal feedback on you as a person. It is your decision what you will do with this feedback.

***You don’t have to be great to get started, but you have to get started to be great* ~ Les Brown**

Obtain all the information you need to start with your personal development and follow the above stages to force yourself into action. **The next step is to complete your personal development plan (PDP)**. As you have all the information you need, it is important to have a personal development plan as to keep you accountable and ensuring you are challenging yourself and rewarding yourself for goal achievement. Take a day to complete your PDP and review it monthly. **Complete the following steps:**

1. **Life Inventory**

Prepare a life inventory, include the following (take a short moment and complete):

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| **Life inventory** | **Complete your own** |
| **Any peak experiences you have had in the past year** |  |
| **Things you are good at** |  |
| **Things which you do poorly** |  |
| **Things you would like to learn to do well** |  |
| **Peak experiences you would like to have** |  |
| **Values (e.g. power, money etc.) that are important to you** |  |
| **Top 5 VIA Strengths**  |  |
| **Bottom 5 VIA Strengths**  |  |
| **What my friends think I am good at & not so good at** |  |

1. **Setting my goals**

Important aspects to keep in mind when you formulate goals:

* Visualise your goal - think positive
* Say it out loud and then write it down
* Be specific and realistic
* It must be challenging
* Set target dates and deadlines
* Determine how you are going to monitor your progress (mentor, self-assessment, manager's role, wife/husband)
* Write down the obstacles you may face along the way
* How are you going to award yourself?

**Short-term Goals (max 3 months in advance)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Goals** | **Steps I need to take** | **Obstacles** | **By when?** | **Rewards** |
| **1.** |  |  |  |  |
| **2.** |  |  |  |  |
| **3.**  |  |  |  |  |
| **4.**  |  |  |  |  |

**Long-term Goals (3 months +)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Goals** | **Steps I need to take** | **Obstacles** | **By when?** | **Rewards** |
| **1.** |  |  |  |  |
| **2.** |  |  |  |  |
| **3.**  |  |  |  |  |
| **4.**  |  |  |  |  |

1. **Accountability & Progress**

Who are my accountability partners as to keep me accountable in achieving my goals?

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| --- | --- | --- |
| **Accountability partner(s)** | **My expectation of them (what I want them to do)** | **How I am going to show my appreciation to them** |
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