# **Personal Career and Development Plan**

## Name: Date:

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| 1. What is your OMG? – Your One Magnificent Goal |
| *Be as ambitious and specific as you can. Write your OMG in the present tense as if it is already reality.*  *As an example:*  *I am Sales Director of a fast growing technology business, I have outperformed my peers over the last 10 years in various sales roles and risen up the ranks at various companies. I am successful, well-paid, happy at home and at work, spend quality time with my family and spend my weekends with the people I love. I am now earning in excess of £200,000 per year, live in a lovely apartment in Oxford overlooking the River Thames and have holidays in Europe and America every year!* |

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| My Key Strengths |
| *List out your key areas of strength. Put as many down as you want to. The more the better. Be descriptive, honest and use examples and how they’ll help towards your OMG.*  *As an example:*  *I am a great people person. I communicate effectively with my peers, senior management and customers. I’ve had particular feedback from all 3 groups that I’m really good at this. These skills will really help to build relationships with customers, win more business and make me a great sales person, sales manager and sales director.* |

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| My Key Areas for Development |
| *List out your key areas that you’d like to develop. These development areas should be those crucial to achieving your OMG. So unless you want to be a concert pianist, don’t list getting better at playing the piano. Be descriptive, honest and in the same way as your OMG write these development areas in the present tense and make them as specific as you can.*  *As an example:*  *I have worked on my commercial skills to a point where I can now discuss and negotiate complex commercial contracts with confidence and accuracy.* |

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| **Potential Blockers to Success -** *What potential blockers can you foresee in the first 12 months?* | |
| Blocker:  *As an example – My organisation may not allow me any time off to attend a course I want to take.* | Remedy:   1. *Ask my boss the question by next week* 2. *Ask my boss if there would be a good time when she would allow me to attend.* 3. *I can take holiday, do on weekends or in the evenings if this is really important to me.* |
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The next section of your PDP is to lay out your goals in more detail. Ensure they are SMART (Specific, Measurable, Attainable, Relevant & Time-Bound). It’s psychologically important that you start your activity quickly so ensure you start one of your goals TODAY and get your first completed activity within a WEEK. It might be as simple as that you download a podcast or audio book related to your areas for development and you listen to it on your way to and from work.

# 30 Day Goals

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| **What are my 30 day development goals?** | **Priority** | **What activities do I need to undertake to achieve my goals?** | **What support/resources do I need to achieve my goals?** | **Target date for achieving my goals** | **Actual date of achieving my goals** |
| What areas do you need to start working on straight away? | Essential  Significant  Desirable | What realistically can you achieve within 30 days? Don’t set yourself up to fail in month 1. | People  Tools  Reference tools | 1st goal to be completed within 7 days | It’s worth maintaining a track of when you’ve actually completed your goals |
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# 60 Day Goals

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| **What are my 60 day development goals?** | **Priority** | **What activities do I need to undertake to achieve my goals?** | **What support/resources do I need to achieve my goals?** | **Target date for achieving my goals** | **Actual date of achieving my goals** |
| What areas do you need to start working on straight away? | Essential  Significant  Desirable | What realistically can you achieve within 60 days? | People  Tools  Reference tools |  |  |
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# 90 Day Goals

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| **What are my 90 day development goals?** | **Priority** | **What activities do I need to undertake to achieve my goals?** | **What support/resources do I need to achieve my goals?** | **Target date for achieving my goals** | **Actual date of achieving my goals** |
| What areas do you need to start working on straight away? | Essential  Significant  Desirable | What realistically can you achieve within 90 days? | People  Tools  Reference tools |  |  |
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This section covers your longer term goals. As you go through your 30, 60 and 90 day goals and your monthly personal review of your plan, you need to decide which of your Year 1 goals need to start slotting into your 30,60, and 90 day plans from your Year 1 plan and which goals need moving from Year 2 into year one and so on. If your OMG timeframe is beyond 3 years, simply add sections as needed. You may even want to slot 6 monthly goals in as well if you wish.

# Year 1

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| **What are my development goals?** | **Priority** | **What activities do I need to undertake to achieve my goals?** | **What support/resources do I need to achieve my goals?** | **Target date for achieving my goals** | **Actual date of achieving my goals** |
|  | Essential  Significant  Desirable |  | People  Tools  Reference tools |  |  |
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# Year 2 Objectives

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| **What are my development goals?** | **Priority** | **What activities do I need to undertake to achieve my goals?** | **What support/resources do I need to achieve my goals?** | **Target date for achieving my goals** | **Actual date of achieving my goals** |
|  | Essential  Significant  Desirable |  | People  Tools  Reference tools | 1st goal |  |
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# Year 3 Objectives

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| **What are my development goals?** | **Priority** | **What activities do I need to undertake to achieve my goals?** | **What support/resources do I need to achieve my goals?** | **Target date for achieving my goals** | **Actual date of achieving my goals** |
|  | Essential  Significant  Desirable |  | People  Tools  Reference tools |  |  |
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People I have shared this plan with for review and support:

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