



Personal Plan

1. Purpose

What exactly do I want to achieve?

- Vision. What is my vision, what am I hoping things will look like in future, when? etc.
- Benefits. What are my intended outcomes, results and benefits of implementing the plan? etc.

2. Analysis

From formal evidence (e.g. performance reviews, psychometric assessments, 360 degree feedback) and informal evidence (e.g. feedback from family, friends, colleagues, customers) and thinking about everything that might be relevant (e.g. upbringing, education, family, friends, work etc.) focus on the following questions:

- Strengths. What am I good at? For three achievements of which I am particularly proud: what was it, how did I achieve it, what skills did I use? What am I not so good at? For three times when things did not go so well: what happened, why, what skills did I lack?
- Preferences. What do I like? For a job, a skill, a situation and a person I like: what/who was it, what did I like? What don't I like? For a job, a skill, a situation and a person I have not liked: what/who was it, what did I not like?
- Teamwork. What do I like about working in a team? What is the best team I've ever been part of: why was it good, what did I like, what was my role/contribution, what skills did I use? What don't I like about working in a team? What was the worst team I've ever been part of: why was it bad, what didn't I like, what was my role/contribution, what skills did I lack?
- Leadership. How am I as a leader? What was my best leadership experience: what did I achieve, how, what skills did I use? What was my worst leadership



Personal Plan (continued)

experience: what was so bad, why, what skills did I lack?

- Ambitions. What have been my personal highs and lows? For at least two personal highs: what was so special? For at least two personal lows: what was so disappointing? Are there any patterns? Where do I want to be? For 5, 15 and 25 years ahead: what do I want for myself, my career, my family, my friends, my finances?
- Conclusions. What are my overall conclusions? Strengths, weaknesses, opportunities, threats/obstacles? What do I want to do? What are the most important issues I want to do something about?

3. Objectives/Targets

- What are my most important personal objectives/targets?

4. Action Plans

For every important objective/target:

- What exactly do I want to achieve? e.g. vision, outputs, benefits, outcomes, results.
- How exactly am I going to achieve it? i.e. actions, timetable.
- What help am I going to need? e.g. time, money.