**Personal Development Plan**

**Strengths**

1: ------------------------------------------------------------------------------

2: ------------------------------------------------------------------------------

**Weaknesses**

1: ------------------------------------------------------------------------------

2: ------------------------------------------------------------------------------

**Feedback**

1: ------------------------------------------------------------------------------

2: ------------------------------------------------------------------------------

**Performance Indicators**

1: -------------------------------------------------------------------------------

2: -------------------------------------------------------------------------------

**Focus Area Priority**

1: -------------------------------------------------------------------------------

2: -------------------------------------------------------------------------------

**What are my strengths?**

**What are my weaknesses?**

**What are the common feedbacks that I receive from others?**

**What other performance indicators can I notice?**

**What areas I need to focus?**

**What is my current state?**

Set a timeline for meeting your short term, medium- and long-term goals. Use a calendar or chart for effective time management. Schedule your time in weeks. Set milestone in between short-term goals if you feel the need to.

**Set timeline**

**What must I improve/ learn/ experience to achieve the desired state?**

**What are the possible resources to learn/ experience/ improve?**

Resources

**How do I get there? What is needed?**

Desired state

1. Describe what you can do and your knowledge level?

2. ------------------------------------------------------------------------------?

3. ------------------------------------------------------------------------------?

Why do I want it?

1. ------------------------------------------------------------------------?
2. -----------------------------------------------------------------------?
3. ------------------------------------------------------------------------?

**What do I hope?**

**Why do I want to achieve that? What does it give me?**

**What is my desired state?**