Professional Development Plan Brainstorming Worksheet

Self-Assessment questions to ask yourself.

What are you good at?

What achievements are you proud of?

When interacting with others, what do you feel good about?

What do others say about your strengths?

What improvements have you contributed to that are you proud of?

What natural leader skills do you have?

What teams or projects have you led and why were you successful?

What holds you back?

What do you avoid due to a lack of confidence?

What habits if any do you need to change?

Which leadership skills are you uncomfortable with?

What do others say about your weaknesses?

What skills do you struggle with or what areas do you need to improve upon?

What areas have you been told you need to improve or develop?

What does success look like to you?

What are you passionate about that could add value to your position/unit?

What certifications or qualifications do you want to achieve?

What skills do you need for a role you want?

What projects or committees would you like to lead to help you feel comfortable leading?

What other skills would you like to learn to be more successful?

STRENTHS

CHALLENGES

VISIONS

RESOURCES

BARRIERS

INITIAL GOAL	Write the goal that you have in mind.

SPECIFIC

S

What do you want to accomplish? Who needs to be included?
When do you want to do this? Why is this a goal?

MEASURABLE

M

How can you measure progress and know if you've met your goal?

ACHIEVABLE

A

Do you have the skills required to achieve the goal? If not, can you obtain them?
What is the motivation for achieving this goal?
Is the amount of effort required on par with what the goal will achieve?

RELEVANT

R

Why am I setting this goal now? Is it aligned with our overall objectives?

TIME-BOUND

T

What's the deadline and is it realistic?

EXECUTE

E

How will you track and monitor your progress?

REWARD

R

How will you celebrate wins? Do you need to reassess your goal? What adjustments are needed?

SMARTER GOAL

Review your answers above and craft a new goal statement based on them.