

# Personal Career Development Plan

---

Create a career development plan to articulate your SMART goals and plan concrete steps to achieve them.

## 1. Reflect on your career

Reread past performance reviews, talk with your supervisor about your strengths, skills and interests and use the following questions to help you get started.

- Where are you in your career? Are you just starting out, experienced or an expert?
- What have you valued about previous work experiences?
- What are your strengths?
- What are your skills?
- Which skills are transferable to other careers?
- What interests you?
- Where do your skills, strengths, and interests intersect?

## 2. Set SMART goals

SMART goals are **S**pecific, **M**easurable, **A**ction-Oriented, **R**esonate and **T**imely. Traditionally, SMART goals were realistic as opposed to resonant. But recent research has shown that goal achievement is not the result of setting realistic goals, but rather setting goals in alignment with one's values and authentic desires.

## 3. Develop skills and build knowledge

Training classes can be an important way to develop your skills and knowledge. Consider other approaches as well including mentoring, cross-training, coaching, stretch assignments, leading a project team, serving on a committee, becoming involved in a professional association, attending conferences, computer-based training, listservs, books, and academic degree programs.

## 4. Identify important resources

Do you need funds or time to attend a training class, conference, or participate in an academic degree program? Would it help to discuss/review this plan with your supervisor or mentor?

# Personal Career Development Plan

---

## Setting a SMART Goal

**S**pecific (What is it that you want to achieve?)

**M**easurable (How will you know you have achieved it? How will you know you are successful?)

**A**ctionable (What actions will you take?)

**R**esonant (Why is it important to you? How does it serve you?)

**T**imely (When will you start? When do you expect to achieve your goal?)