



YOUR PLAN #2

HOW ARE YOU GOING TO GET IT?

Your Plan is just a list of actionable steps for achieving your goals. It helps you gain specific insight into how you can reach your aspirations, such as earning a new certification or spending more time with the people you love or getting a new position or retiring early.

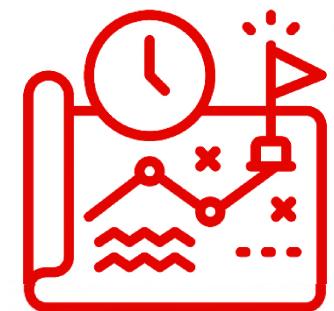
All developmental actions have to be aligned your aspirations – YOU are the foundation of the plan.

This plan should be a continual reference or touchstone, and you should update it every time you reach important milestones. Regularly updating it will allow you to set new goals that help you grow as a professional and individual.

Instructions

1. Develop a long-term goal/career objective.
2. Identify short-term goals or positions which will help you to achieve the long-term goal.
3. Identify actions steps which will help to achieve your short-term goals (include education, training, projects, etc.).
4. Prioritize the action steps
5. Define a target date for completion of each action step.
6. Transfer the action steps to monthly and daily task lists

YOUR SHORT-TERM GOALS



Take a look at Your Plan #1, particularly your responses to questions #2 and #3.

To obtain your long-term goal:

- 1) What do you need to know?
- 2) What skills do you need?
- 3) What resources do you need?
- 4) What actions should you take?

Template Goal: I will learn #1

Template Goal I will develop #2

Template Goal: I will obtain #3

Template Goal: I will do #4