



Professional Development Action Plan

Worksheet Instructions

After writing your SMART goals, it is important to think about how you will achieve these goals. Create an action plan for each goal. What are the two or three specific action steps you need to take in order to achieve the goals?

Think about each of the following items as you write your action steps:

- 1. Goal:** Each action item should address a specific goal and further your progress towards achieving that goal.
- 2. Action Steps:** How are you going to accomplish your goal? What are the steps you will take in achieving the goal? Put the steps in chronologic order by target completion date. For example, your first action item may have a deadline of the first week. The second step may have a completion date for end of the first month. The last step needs to be accomplished by the end of the semester.
- 3. Resources/Support:** What resources do you need to achieve your action step? What or who will support you? Do you need access to certain individuals or groups?
- 4. Deadline/Timing:** Just like with your SMART goals, each action step should have a date by when you plan to accomplish it.
- 5. Status:** Finally, it's important to monitor your progress. Did you complete the action step (C)? Are you making progress (P)? Is it incomplete (I)?

For example:

Goal: Develop public speaking skills by delivering three training presentations to group members during organizational meetings by end of the academic year 2013.

Actions Steps:

1. Identify key topics and information to train and present to organization members by September 30, 2012.
2. Create and practice presentations based on the identified training topics before presenting the information to the group members by October 31, 2012.
3. Deliver training to organization members in November, January, and March meetings.

Complete the Professional Development Action Plan worksheet to work towards achieving your goals.

Professional Development Action Plan

Name:

Date Developed:

Date Last Revised:

Goal: Develop public speaking skills by delivering three training presentations to group members during organizational meetings by end of the academic year.

Action Steps	Resources/Support	Deadline / Timing	Status (C/P/I)
Example: Identify key topics and information to train and present to organization members	Guidance/Feedback from Org Leader or Peers	September 30, 2012	P

Status: C = Complete / P = Progress / I = Incomplete

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Goal:

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