



Personal Development Plan Template (15 Marks)

Name: _____

University Registration ID: _____

Step 0: _____ 2 Marks

What is your Personal Vision Statement?

Step 1: _____ 2 Marks

10 Important SMART goals that you want to achieve:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Step 2:

Select a goal that you want to achieve in the next 2 weeks/14 Days.

Step 3:

Do you commit 100% to achieve this goal: ☐YES ☐NO

Reward you will give to yourself once you achieved this goal: _____

Step 4:

2 Marks

Strengths you have that can help you to achieve this goal:

- 1.
- 2.
- 3.
- 4.
- 5.

Step 5:

2 Marks

Things you choose to start doing and stop doing which will help you to achieve your goal:

START DOING	STOP DOING
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

Step 6:

2 Marks

Which new skills/knowledge will help you to achieve your goal?

- 1.
- 2.
- 3.
- 4.
- 5.

Step 7:

Which actions do you need to take to achieve this goal?

Action 1:

Action 2:

Action 3:

Action 4:

Action 5:

Step 8:

Who can help you to achieve this goal faster?

Step 9:

2 Marks

My progress:

Date	Time	Activity

Reflection Part:

Have you achieved your goal?

☐ Yes

☐ No 1 Marks

1, Yes, congratulations, move to the reflection part.

2, No, Why? What stopped you in achieving your goal?

Write your any two learnings from this project after doing this project.

2 Marks

[illegible]