

PERSONAL DEVELOPMENT PLAN



insights for you

Using your results for personal development

We have created a small guide to use your scores together with your own experience to create a personal development plan. Your plan can be short or long term – it is entirely up to you!

Name: _____

Date: _____

The plan consists of a set of questions you can answer. **There are no right or wrong answers- just your answers.** Be **honest** to yourself and think of how you might be different from what other people expect from you. Just realising that these are sometimes **different approaches** is an important part of creating a relevant plan for you.



Step 1. What is your vision or your long-term target?

You decided the time frame that is relevant for you. What do you really want to achieve? This might be a certain job or position, financial freedom, most days at work to be fun, work life balance or something completely different.

Write down your vision or target in your own words.

How will you know when you are there?



Step 2. Real Motivation?

Think about your life so far and write down when you had the chance to be at your best. What were the highlights? When were you really motivated? When did you feel real success? When did you get the chance to use your abilities?

Make a list (and if you want rank them from 1 to 10)



Step 3. The de-motivators

Make the same exercise again but this time think of the real de-motivators. When did you feel discouraged? When were you in a situation where you could not use your competence? What type of situations you did not enjoy?

Make a list (and if you want rank them from 1 to 10)

Now you should have a **direction** (your vision and/or target) and some ideas of **what really drives you** and what **situations you could avoid**. Remember that some people might be highly motivated by being outside the comfort zone. We should now look at your results from **Insights For You**.



Step 4. Your Insights For You Results

Write down the results that you are most happy, proud or pleased about. This might be your highest scores but could also be scores that are higher than you anticipated.



Step 5. Your Insights For You Results

Do the same thing again but this time write down the results that you would not like to see again when you redo the survey.



Step 6. Action plan

You should now have an idea of where you want to go, what is your motivation to create reliable results and what other people view as your strengths and potential development areas.

It's now time to **create your action plan**. Based on what you already know and what you found out about yourself you can start designing a plan of potential activities that can move you from where you are towards where you want to be. **Think of possible activities that can help you reach your target**. This could include things like:

- Asking for more feedback by testing a new questionnaire or asking other people for more feedback
- Creating better focus and clear priorities
- Looking for a new position
- Changing companies
- Working less or working more
- Testing a completely new job
- Getting yourself a coach or mentor
- Starting your own company
- Expanding your network
- Looking for a new challenging project
- Having a development discussion with your boss (please read our guide about development discussions)
- Finding a training for a specific skill that you would like to develop. This could be an online training or a more extensive real-life training.

Make **your list of potential activities** and then **rate them from 1 to 10** where 1 is not so likely and not so realistic and 10 is highly likely and possible. You can also place your activities on a timeline.



Step 7. Achieve Your Targets

You now have a ranked list of possible things that you can do to achieve your targets. **Now pick maximum three that you feel truly motivated to do and write them down on a list.**

For each one of them decide what is the first step you need to take in order to move forward. **When will you do it? Write it down in your diary and tell someone about your commitment.**



Step 8. Set your timeline

Set a short-term target and a long-term target for your activity. An alternative can also be to set new scores in Insights For You that you would like you to achieve next time.



Step 9. Follow up

Set follow up dates: **1 month, 3 months, 6 months and a year** from now in your diary.

It's now time to create your action plan and **take charge of your own development!** You can always use the **Insights For You App** for new questionnaires and to get more feedback from your network.

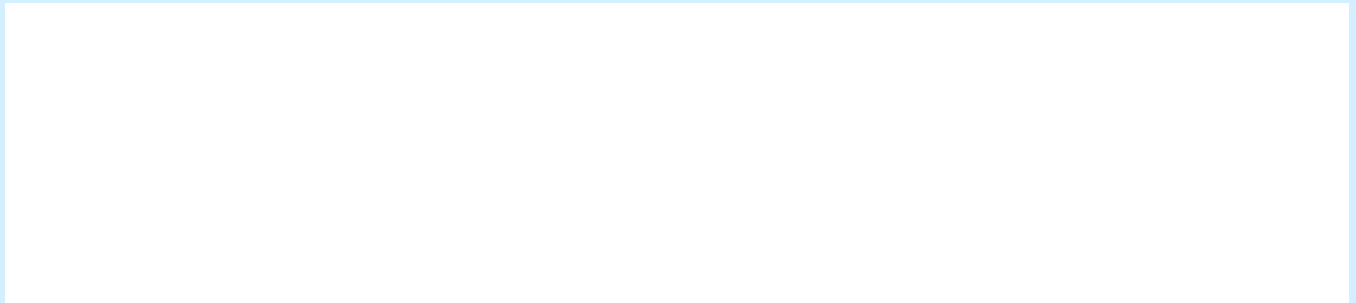
**Thank you for your interest in
feedback & development!**

Good Luck!

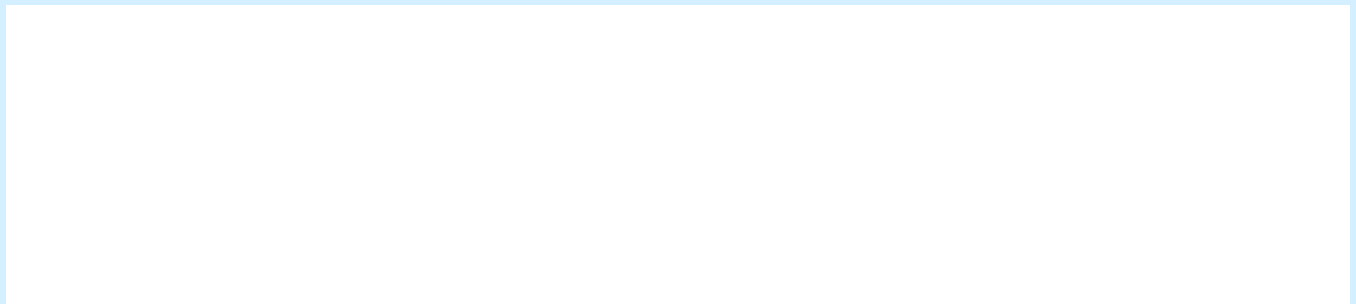
Vision & Target:



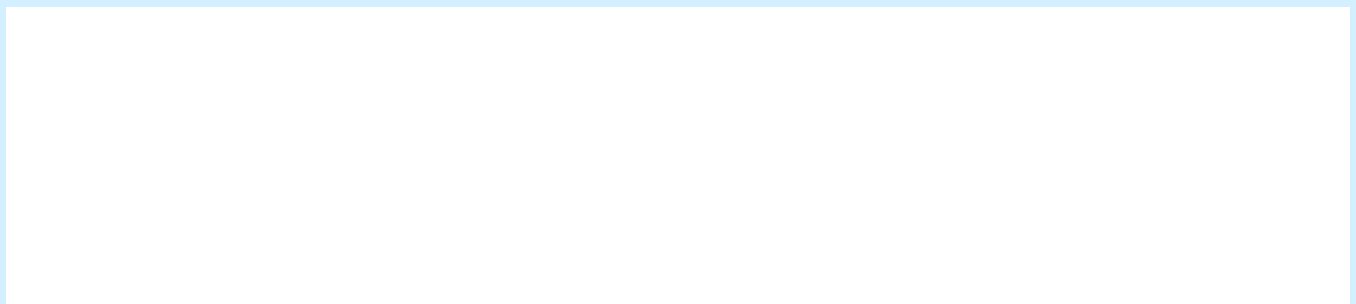
Your best strengths. Make a list & rank them from 1 to 10.



Your de-motivators. Make a list & rank them from 1 to 10.



Your Most Positive Insights For You Results.



Your Least Positive Insights For You Results.

Your potential activities. Make a list & rank them from 1 to 10 (where 1 is not so likely and not so realistic and 10 is highly likely and possible).

Top three activities. Make a list & set a timeline.

Follow Up.