

# Individual Development Plan (IDP)

An individual development plan is **your map for professional growth**. This plan is designed to help you succeed by listing out your goals, strengths and areas for growth. You'll write down action steps you can take to achieve your goals with the support of the leadership team.

<b>Name:</b> Thomas Griffin	
<b>Current position:</b> Co-Founder & Partner	<b>Date:</b> 8-28-2023
<b>Focus area for development:</b> Leadership Growth	

STEP 1

# What are your professional goals?

These goals should be ambitious and achievable. You can use the S.M.A.R.T. goals acronym as a guide. These goals are **Specific**, **Measurable**, **Achievable**, **Relevant** and **Time-bound**.

**Some questions to consider:**

- Where do I want to be in 5/10/15 years from now?
- Do these goals align with my **core values**?
- How can I use my skills to help those around me?

Goal #1:	Read 3 books on effective business writing and communication.
Goal #2:	Take 6 leaders through my 12 week leadership development curriculum.
Goal #3:	Hire 3 key leadership roles at Awesome Motive.

## STEP 2

# What are your personal strengths and talents?

One of the best ways to achieve your goals is to capitalize on what you're great at already. Here, you'll list out your biggest strengths and personal talents that will help you on your path to achieving your goals.

### Ask yourself:

- What am I good at?
- When do I feel fully engaged?
- What activities make me feel a sense of purpose?

*You don't need to fill out every box. Fill out as many as you can, and don't be shy about your strengths.*

Strength #1:	Taking complex problems and simplifying them.
Strength #2:	Helping people make great decisions with confidence.
Strength #3:	Genuinely caring about the welfare of people.
Strength #4:	
Strength #5:	



### STEP 3

# Where are your areas for growth?

You're not perfect, but each day you can strive to become 1% better. That 1% compounds over time. Here, you'll think about where you'd like to grow as an individual.

Are there areas where you feel you could improve? Are there specific tasks that regularly receive feedback? Is there anything you could work on with a mentor that may help you grow?

#### Directions:

- Dig deep and think about areas in which you feel like you can improve. Remember, this is not about comparing yourself to others. The goal is to more wholly visualize your "best" self, allowing you to create an action plan that'll get you there.

Area for growth #1:	Soliciting and receiving critical feedback.
Area for growth #2:	Doing what I say I'm going to do when I say I'm going to do it.
Area for growth #3:	Speaking with radical candor when the situation calls for it.
Area for growth #4:	
Area for growth #5:	



## STEP 4

# Action steps and schedule

All of your goals should be achievable by taking different action steps. A great way to take action is by creating a schedule for accountability.

Here, you'll write down what action steps you can take that will get you closer to your goals (along with a deadline for that action).

Some goals may have multiple action steps, so write down which goals and action steps align. If any of these steps are associated with a cost (like training or certifications), be sure to note that as well.

To help maintain focus on what's most important, you'll notice a "priority" column to rank, with #1 being the most important.

### Examples of action steps:

- Get additional certifications and training
- Do more public speaking
- Join a mastermind group
- Pitch innovative ideas
- Volunteer for additional tasks and responsibilities



Objective	Tasks	Success criteria	Time frame	Priority

