**Personal Development Plan**

**If you want to learn certain topics, or develop/improve certain skills but do not know where to start,**

**the table below will guide you to make your plans.**

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| --- | --- | --- | --- | --- |
| What are your learning or developmental goals? What do you want to learn or develop?*Tips: set SMART goals**Specific, Measurable, Attainable, Relevant, Time-bound* | Actions that you will take*Tips: start with the major ones first* | Resources/Support *e.g. tools or service that you need to help you achieve it* | Success criteria*i.e. How do you know you have achieved it?* | Target date for completion*i.e. By when will you achieve it?* |
| Goal #1 |  |  |  |  |  |
| Goal #2 |  |  |  |  |  |
| Goal #3 |  |  |  |  |  |