

My Personal Development Plan

A Strategic Blueprint for Growth

Name:

Review Cycle:

☐

Monthly

☐

Quarterly

Date Created:

*"This is a living document. Use it to bring clarity to your ambitions
and to guide your daily actions."*

The goal is progress, not perfection."

Getting Started:

- Estimated completion time: 30-45 minutes
- Best printed on A4 landscape
- Template version: v1.1 • 2025

Step 1: My Vision (Your North Star)

"Where do you want to be in 1-3 years? Describe the future version of yourself."

Describe your vision in detail... What does success look like? What kind of person do you want to become? What impact do you want to make?

Step 2: Self-Assessment (SWOT Analysis)

"Conduct an honest analysis of your current situation."

Strengths

What are your key strengths and advantages?
Skills, experiences, natural talents...

Weaknesses

What areas need improvement? Skills gaps,
limiting beliefs, habits...

Opportunities

What opportunities can you leverage? Market trends, connections, resources...

Threats

What obstacles or challenges do you face? Competition, constraints, risks...

Step 3: SMART Objectives

"Define up to 3 SMART goals for the next 90 days."

Objective #1

Enter your first objective... (e.g., Master public speaking skills)

Specific

What exactly?

Relevant

Why important?

Measurable

How much?

Time-bound

By when?

Achievable

Is it realistic?

Objective #2

Enter your second objective...

Specific

What exactly?

Measurable

How much?

Achievable

Is it realistic?

Relevant

Why important?

Time-bound

By when?

Objective #3

Enter your third objective...

Specific

What exactly?

Measurable

How much?

Achievable

Is it realistic?

Relevant

Why important?

Time-bound

By when?

Step 4: Action Plan & Resources

"Break your goals into actions, habits, and resources."

Objective	Key Actions & Projects	Supporting Habits	Required Resources
Objective 1	Specific actions and projects...	Daily/weekly habits...	Tools, people, budget...
Objective 2	Specific actions and projects...	Daily/weekly habits...	Tools, people, budget...
Objective 3	Specific actions and projects...	Daily/weekly habits...	Tools, people, budget...

Objective	Key Actions & Projects	Supporting Habits	Required Resources
Additional objective	Specific actions and projects...	Daily/weekly habits...	Tools, people, budget...
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Additional objective	Specific actions and projects...	Daily/weekly habits...	Tools, people, budget...

Step 5: Metrics, Review & Next Steps

Success Metrics

"How will you know you've succeeded?"

Objective

Example: Improve Public Speaking

Enter objective

Enter objective

How Success Will Be Measured

Deliver 3 presentations with positive feedback scores above 8/10

Specific success metrics...

Specific success metrics...

Objective

How Success Will Be Measured

Enter objective

Specific success metrics...

Enter objective

Specific success metrics...

Review Schedule

Monthly Review Scheduled for:

mm/dd/yyyy

Quarterly Review Scheduled for:

mm/dd/yyyy

■ **Congratulations on creating your blueprint for growth!**

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