



Achieve Your Ambitions: 7 Step Guide with Example Personal Development Plan

By Lyndsay Swinton

Most of us have dreams and ambitions, or at least used to, before things got too hectic! Use this example personal development plan to figure out how to turn your dreams into reality.

Sample Personal Development Plan
From the example in the Project VOIP [Goal Setting Guide](#)

| Focus Area | Where now | Will Be? | How to get there? | Activity | Resource | Timing | Reward |
|-------------------------|---|--|---|--|--|----------|------------------|
| Creating Training Plan | Could be better | Training regularly injury free | Will achieve marathon goal | Research on the internet and local library | Local athletics club | By April | |
| Following Training Plan | Running 4 times a week Don't stick to training plan. | Running to any condition or time. First goal achieved following plan. | Stick to training schedule in winter Will achieve race time goal | Run cross-country swim course | http://www.mft.com http://www.mft.com | By Sept | New running kit. |
| Goal | Have better diet in general Eat a lot of vegetables | Confidence I am following a good diet | All target weights have managed to keep Steady Responsibility about diet. | See dietitian and get support eat less eat more supplements | Local health clinic my partner | By Oct | |

It's common for people to have a "mental block" when it comes to solving problems about themselves. Give them a room to decorate, a work project to complete or someone else's problem to solve and they're great.

Turn those skills and experience on yourself for a change, and create a personal development plan that works for you.

Step 1 Focus Area

Choose 1 to 3 areas to focus on. Too many and you'll never get anywhere - too few and you may have all your proverbial eggs in one basket.

Step 2 Where are you now?

What are you like now? You need to know where you're starting from so you can measure your progress as you progress through your personal development plan.

Step 3 Will be?

If you went to bed tonight, and your problem was solved, what would that be like? What would you feel? What would you see? Knowing what you want to achieve will increase your chances of achieving it.

Step 4 How known?

What quantitative measure will tell you that you're achieving your goal? Even a simple 1-5 scale is enough to measure intangible goals, like increasing your confidence or reducing anxiety during presentations.

Step 5 Activities and Resources

What practical steps are you going to take to achieve your goal? Do you need to study or do research?

Step 6 When?

Plan time in your diary for specific activities like you would a regular appointment. If you must make changes, re-schedule for a later date. Be realistic about your commitments and make some adjustments to your life, or plan, if necessary.

Step 7 Reward

Giving yourself rewards as you achieve your mini-goals make the whole process more enjoyable. This may just provide the incentive you need to do the work that will make the big change you desire.

Here's a personal development planning template to start you off.

Personal Development Plan Template
You can print this template or copy it to prepare your own plan.

| Focus Area | Now | Will Be? | How known? | Activity | Resource | Timing | Reward |
|------------|-----|----------|------------|----------|----------|--------|--------|
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This example personal development plan and personal development plan template are extracts from the popular [Personal Development Plan Guide](#). If your personal resources don't match your goals and ambitions, then it's time for some personal development planning!

By Lyndsay Swinton
Owner, Management for the Rest of Us
www.mftrou.com

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