

# Personal Development Plan (PDP) Template

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## 1. Personal Self-Assessment

Take stock of where you are now. Use this section to reflect on your current skills, experiences, and areas for improvement.

- ◆ Strengths:
- ◆ Weaknesses:
- ◆ Opportunities:
- ◆ Threats:

## 2. Long-Term Goal(s)

Write down your main personal or career goals for the next 6–12 months.

## 3. Short-Term SMART Goals

List 2–3 SMART goals you want to achieve over the next few weeks or months.

Example format:

Goal: [Insert Goal]

Specific:

Measurable:

Achievable:

Relevant:

Time-bound:

## 4. Action Plan

Break each SMART goal into actionable steps. Include deadlines and any dependencies.

Example format:

- Task 1: [Description] – Deadline: [Date]

- Task 2: [Description] – Deadline: [Date]

## **5. Resources & Support**

List what support or resources you'll need to achieve your goals.

Examples:

- Free online course via OpenLearn

- Library internet access

- Accountability partner

- Weekly planner or checklist

## **6. Progress Tracker**

Use this space to log weekly or monthly updates on your progress. Note any challenges, adjustments, or achievements.

## **7. Review & Reflection**

**Reflect on what has worked well, what didn't, and what changes you'll make to your PDP going forward.**