



Build your own Personal Development Plan



Hi there,



This guide is to help you build your own personal development plan so that you can steer your career (and life!) in the direction you want it to go.

Taking the time to build a plan like this is an investment in yourself. It is a great way to self reflect and think about what you want and need to change to get where you want to be (and also to help you work out where that might be!).

It was a game-changer for me when I realised that my personal and professional development was MY responsibility, rather than my line managers or the business I worked in's responsibility.

Give yourself time to think this stuff through - don't rush it just to "get it done", spend the time talking to other people, getting their feedback and then spend the time yourself reflecting on what that means for you.

If you have any questions or need further support for you or your colleagues, feel free to send me a message on email:-
(amy@amywilkinsoncoaching.co.uk)

In the meantime, enjoy indulging in some much needed time to reflect on what you WANT and NEED in your career right now.

Good luck,

Amy Wilkinson



YOUR STRENGTHS

Choose an online strengths test to complete

(Some examples are below)*

VIA Character
strengths

High 5 Test

Gallup Clifton
Strengths

And then answer these self reflection questions:

- What strengths or qualities resonated with you the most from the test results? Why do you think these strengths resonate with you?
- Can you recall specific situations or experiences in your life where you've applied these strengths successfully? How did they contribute to your achievements or positive outcomes?
- Were there any strengths listed in the test results that surprised you or that you didn't expect? How might these unexpected strengths be relevant or valuable in your life or work?
- Do you notice any patterns or themes among your top strengths? For example, do they all relate to communication, problem-solving, leadership, or another category? How might these patterns influence your personal or professional life?
- In what areas of your life do you feel you could further leverage your top strengths to achieve your goals or enhance your well-being? Are there specific action steps you can take to harness these strengths more effectively?

*(*we are not affiliated with these organisations in any way)*

YOUR PERSONAL SWOT

Strengths

*What are you good at?
What do other people ask you help with?*

Weaknesses

*What could you improve upon?
What habits hold you back?*

Opportunities

*Where can you utilise your strengths?
What do you want to try?*

Threats

*What obstacles do you face?
What risks are they at work?*

FEEDBACK

People I need to get feedback from:

The feedback I will ask for:

Collate and summarise your feedback here, and categorise it:

Positive

Negative

How can I celebrate and use this skill?

What can I do to address these ongoing issues?

Expected

Why was it a surprise? How can I utilise this skill?

What more info do I need? What training and support?

Unexpected

YOUR NETWORK / MENTORS

Your network, support and mentors are pivotal to your career success. It's important to think about the quality and variety of your network.

Use the prompts below to think about who in your network provides these various roles and identify where you may have gaps:

	Who fills this need now?	How I will fill the gap?
 Challenger		
 Questioner		
 Empathiser		
 Connector		
 Supporter		
 Ideator		

SO WHAT? GOAL SETTING

It's time to pull everything together and create a plan.
Spend some time reflecting on everything else you have pulled together and use the template below to create a plan...

Overall goal

I want to achieve

Actions I will take

Resources & support I need

Good will look like

Timings

Use this template for each of your goals and make sure you regularly review to make sure you're on track with your actions



I hope you found this guide useful.
If you need more support, here's some of the ways I can help



**1:1 & Group
Coaching &
Consulting**



**Workshops &
in person
training**



**Online
Training &
Masterclasses**



**Keynote
Speaking, Panels
& Podcasts**

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Specialising in...

**Communication
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**Confidence &
Resilience**



**Creative
thinking**



**Career
Development**



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