

Personal Development Action Planning Template

Use this template to identify goals, supports, and practical actions related to meaningful personal development. This tool can support individual reflection, mentorship discussions, leadership development, or team-based growth planning.

1. Area for Growth or Development

What area(s) of personal or professional development would you like to focus on?

- ☐ Reflective practice
- ☐ Communication skills
- ☐ Boundary-setting
- ☐ Emotional awareness
- ☐ Leadership development
- ☐ Conflict navigation
- ☐ Professional identity formation
- ☐ Mentorship and relationship-building
- ☐ Teamwork and collaboration
- ☐ Stress management and wellbeing
- ☐ Other: _____

Why is this area meaningful or important to you right now?

2. Current Strengths and Supports

What people, relationships, programs, or resources could support you?

- ☐ Mentor
- ☐ Coach
- ☐ Peer support
- ☐ Supervisor
- ☐ Faculty development program
- ☐ Wellbeing resource
- ☐ Professional learning opportunity
- ☐ Community/network
- ☐ Other: _____

What strengths, experiences, or personal qualities may help support your growth?

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3. Area for Growth or Development

What barriers or challenges may make growth in this area more difficult?

- ☐ Time/workload pressures
- ☐ Lack of mentorship
- ☐ Limited confidence
- ☐ Organizational culture
- ☐ Unclear expectations
- ☐ Psychological safety concerns
- ☐ Competing responsibilities
- ☐ Other: _____

Are there organizational or environmental factors contributing to these challenges?

4. Action Planning

What is one realistic goal or intention you would like to work toward?

What small or achievable actions could support progress?

Action	Step	Timeline	Support Needed
_____	_____	_____	_____

5. Reflection and Accountability

How will you know if progress is being made?

- ☐ Improved confidence
- ☐ Healthier boundaries
- ☐ Better communication
- ☐ Stronger support networks
- ☐ Improved sense of wellbeing
- ☐ Greater sense of meaning or balance
- ☐ Other: _____

Who can help support progress?

When would it be helpful to revisit or update this plan?

- ☐ 1 month | ☐ 3 months | ☐ 6 months | Other: _____