

Individual Development Plan – Goals Worksheet

Goal	Timeline	Specific Skills Needed	Strategies
<i>Long-term (15+ years)</i>			
<i>Intermediate-term (3-10 years)</i>			
<i>Short-term (2-3 years)</i>			

Skills Self-Assessment: Once you have identified the list of skills, you have to figure out which ones you have, the ones that need some development, and ones that you do not have at this time. You should rate your skill level on a 1 to 5 scale, with 1 = lowest level of proficiency (needs improvement) to 5 = highest level of proficiency (does not need improvement at this time). Use the following table to do this.

Remember, you will more than likely have the same skill listed for more than one goal; you will need different levels of development at different stages of your career. Because the IDP is a dynamic document, you will regularly (about once each quarter) review and update it.

Individual Plan – Skills Assessment

Skill	Your Current Skill Level	Strategies to Close The Gap in Skill Level	Deadline	Completion Status
<i>Academic Skills</i>				
<i>Research/Technical Skills</i>				
<i>Professional/Interpersonal Skills</i>				

Reference:

These tables were based on “Building Your Individual Development Plan (IDP): A Guide for Undergraduate Students” by C. Gita Bosch, Ph.D.

<http://sacnas.org/about/stories/sacnas-news/summer-2013/building-your-IDP>