

University of Michigan Medical School Faculty Development Resource

***Individual Development Plan
&
Work-Life Integration Strategy***

***A Tool for Planning, Inspiring, and Integrating My
Professional Career & Personal Domain***

How to use this document:

1. Complete this document at the beginning of each academic year.
2. Read the entire plan and then complete each section with thoughtful attention.
3. Review your answers and assess the viability of your plan and work-life integration strategy. Is it SMART?

<u>Specific:</u>	Have I made clear precisely what needs to happen in each area?
<u>Measurable:</u>	Will I know whether I have achieved my objective or not?
<u>Attainable:</u>	Are the goals and objectives doable?
<u>Result-oriented:</u>	Will my plan and strategy help to move me toward my goals?
<u>Time-limited:</u>	Does the plan include realistic time points and due dates?
4. Once you have completed your plan, share it with the key stake holders in your career and personal life. Provide a copy to your mentor/department chair and spouse/family for review. Request honest feedback.
5. Reflect on the advice, revise where appropriate, and add in your action responses.
6. Save a copy of your strategy and keep it readily available for ongoing review.
7. Actively implement your strategy. Use it as a map and guide for your goals and timeline during the upcoming year. Pull it out for recurrent mentoring meetings if appropriate.
8. Annually update, follow progress, and revise. Share during 3rd year review.

Name:	Date:
Department/Division/School/Program:	
Current Position/ Professional Status:	

PART I

1: Identifying My Values, Passions and Vision for My Professional Career & Personal Life

Values: (What characteristics, qualities, and beliefs are at the core of who I am and how I live?)
Passions: (What are my professional passions? What cause motivates me to act? When am I compelled or convicted to take a stand? When am I enthusiastic about a project?)
Vision: (What vision can I imagine for my professional career or personal life in the future? What do I want to accomplish? Who do I aspire to be? What do I envision my legacy to be?)
Leadership: (What is my leadership vision/conceptual design? How will I use the UMHS leadership competencies to accomplish my goals?)

2: Acknowledging My Strengths and Addressing My Challenges

Strengths What qualities and attributes do I believe are my strengths? What do others appreciate about me? When am I in my element and achieving my goals? What are my gifts and talents? What leadership theories/competencies/strengths do I use in my work to be successful? What have others commended me on in 360° reviews?	Challenges What areas of my life do I find particularly challenging? What character qualities in myself would I like to improve? What do others think I need to work on? When do I feel frustrated? Provide context.

3: Declaring My Professional Goals: Short and Long Term

<p style="text-align: center;">Declare my short term professional goals</p> <p>What are my short term professional goals for the upcoming year? Rank them in terms of priority. Consider the areas of: <i>Scholarship, Research, Education/Teaching, and Service.</i></p>	<p style="text-align: center;">Outline the steps and create a timeline</p> <p>In order to accomplish my goals: What skills do I need to acquire? What professional development activities will aid me? What resources do I need? Should I collaborate with anyone? Who are potential mentors? How will I measure my outcomes and successes? What timeline benchmarks will I set?</p>
<p style="text-align: center;">Outline my long term professional goals (3, 5, 10 years?)</p>	<p>How am I planning now to achieve these long term goals? What am I doing here to get me there?</p>

PART II

4: Examining My Time Management Skills

Did I demonstrate good time management skills in the past year? Am I satisfied with how I allocated my time in terms of my professional life, personal life, and work-life integration? What went well? What suffered? How can I improve? Do I need any resources or tools?

How can I improve my time management for the upcoming year? Do I need any resources or tools?

5: Evaluating My Prior Successes, Disappointments, and Revelations

Which of the previous year's professional and personal goals did I meet? What did I learn?

What factors, resources, and individuals helped me reach those goals? (Consider paying this forward and sharing your experiences to help others. Thank those who assisted you.)

What reasons can I identify for not reaching any of these goals? (e.g. need for further development, too many goals, revised my goals, time management, lack of resources, special circumstances or life factors, etc.) What do I need to stop doing? What do I need to start doing?

How do others view my skills? What feedback have I received? How will I change my behaviors in response to feedback?

6. Declaring My Personal Goals and Developing My Work-Life Integration Strategy

<p style="text-align: center;">Declare my personal goals</p> <p>What are your personal goals for the short term (1-3 years) and the long term? Rank them in terms of priority.</p> <p><i>(Examples: family, friends, exercise, health, hobbies, spirituality, vacation)</i></p>	<p style="text-align: center;">Outline my work-life integration strategy</p> <p>How will I develop the personal skills and life changes needed to realize these goals? How will I actively integrate my personal and professional domains? What do I need to successfully accomplish this? Resources? Mentors? Who am I accountable to?</p>

ADDITIONAL RESOURCE: **“Opportunity is Knocking” Planning Worksheet**

As you are faced with new opportunities, take the time to fill out this worksheet. It will help you evaluate the opportunity more objectively, outline the resources you need, and allow you to share it with your mentor or family.

Professional or Personal Opportunity: (Describe clearly addressing “specific, measurable, attainable, realistic”)		
What do I need to successfully attain this goal? (skills acquisition/ expertise / resources)		
What professional development activities or leadership skills do I need to enhance my own skills and meet this goal?	What skills/ expertise do I need from a mentor? Who are potential mentors? How will I find them?	What resources do I need from my department/institution/key stakeholders?
Timeline: How much time will this activity/ opportunity demand? Can I add this time commitment or is there an activity I need to give up? Who can I recommend to take my place?		