

### **IDP Step One Skills and Accomplishments Needed**

Now that you have written out your main goal(s) and taken a competency self inventory, you are ready for the first step in writing your IDP. The first step is to determine what projects you need to accomplish and what skills you need to gain in order to accomplish them. To return to one of my earlier examples, my long-term career goal is to establish my own research group studying the effect of habitat loss on the behavior of migratory birds at an R1 institution. One step may be I will need to gain the skills of managing personnel; I need the skill of managing a budget. To get hired I need to get two papers published in the next three years.

List The Skills You Need to Work on for Your Chosen Career Goal:

- 1: \_\_\_\_\_  
\_\_\_\_\_
- 2: \_\_\_\_\_  
\_\_\_\_\_
- 3: \_\_\_\_\_  
\_\_\_\_\_
- 4: \_\_\_\_\_  
\_\_\_\_\_
- 5: \_\_\_\_\_  
\_\_\_\_\_

List the Main Products You Need to Produce For Your Chosen Career Goals:

- 1: \_\_\_\_\_  
\_\_\_\_\_
- 2: \_\_\_\_\_  
\_\_\_\_\_
- 3: \_\_\_\_\_  
\_\_\_\_\_
- 4: \_\_\_\_\_  
\_\_\_\_\_
- 5: \_\_\_\_\_  
\_\_\_\_\_

## IDP Step Two: Identifying Challenges and Obstacles

Successfully achieving your goals is also dependent on understanding what challenges and obstacles you need to overcome. Some of these obstacles will be internal, whereas others will be external. The following questions on this sheet will help you identify what the obstacles will be.

Skill or project: \_\_\_\_\_

What other responsibilities do I need to take care of while I am accomplishing my goal?

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What obstacles am I facing this year?

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Which bad habits do I need to control to reach my goal?

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What personal changes do I need to make to reach my goal?

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### IDP Step Three: Converting Needs Into a Plan

In this step you will take one of your needs and convert it into a plan. The practical structure of this sheet is set up around a 3-5 year plan. The first step will be to identify yearly mile stones. For your project with the list mile stone being that the project is complete. You should complete one of these sheets for each skill and product listed in Step One.

Skill or Project: \_\_\_\_\_

Year 1: \_\_\_\_\_

Year 2: \_\_\_\_\_

Year 3: \_\_\_\_\_

Year 4: \_\_\_\_\_

Year 5: \_\_\_\_\_

Now that you know what you will be doing each year, we will take year 1 and further divide it into sub goals. Specifically, we will assume that you started the project at the beginning of year one and you will have completed the year one mile stone when you start year two (Some people even like assigning specific dates to mile stones). Each of your sub goals will then be further divided into work plans. This means that each sub goal should be a discrete statement that can be completed. Some of the additional questions to think about while you write this plan are: Where am I right now with respect to this goal and what do I need to accomplish this year? Who can help me with this goal?

Sub Goal 1: \_\_\_\_\_

\_\_\_\_\_

Work Plan: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sub Goal 2: \_\_\_\_\_

\_\_\_\_\_

Work Plan: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IDP Step Three: Converting Needs Into a Plan**

Sub Goal 3: \_\_\_\_\_

Work Plan: \_\_\_\_\_

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Sub Goal 4: \_\_\_\_\_

Work Plan: \_\_\_\_\_

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Sub Goal 5: \_\_\_\_\_

Work Plan: \_\_\_\_\_

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