**Advaita: Personal-Professional Development Plan**

Date:

Team Member:

Supervisor:

**Goals (Vision)**

List the top 3-5 goals that you most want to achieve.

If the above goals are multi-year goals, what are the smaller steps that can be taken toward achieving those goals?

What steps can you take towards achieving the goals in this quarter?

**Inventory: Strengths & Obstacles**

What skills do you have that will help you achieve your goals?

List the most daunting aspects of striving for your goals.

What would make your goals seem less daunting?

**Network & Resources**

List 1-2 individuals that could help you reach your above goals. Think about others who have achieved what you are hoping to accomplish. If you do not have someone in your immediate network to serve as a mentor, reach out to your supervisor or others in the organization to see who they know and ask to be connected.

Are you currently in regular communication with the above individuals? If not, what can others in the organization do to help you connect and build a relationship?

List any additional resources that Advaita could provide or facilitate that would help you reach your goal.

**Systems and Accountability**

What current habits, routines, or systems do you have that support you in meeting your goals?

What habits, routines, or systems do you want to develop to support you in meeting your goals?

Do you have someone helping keep you on track and holding you accountable for your progress?

How can someone at Advaita help you stay on track and keep you accountable?

**Suggested Resources**

**Notes from Individual**

**Notes from Supervisor**