

# DEVELOPMENT PLAN STEPS



## **1) Gather Information to determine focus**

Evaluate competency assessment results, review leadership literature, interview admired leaders

## **2) Define desired outcome(s)**

What does success look like?

## **3) Reflect on and document potential barriers**

Be honest and comprehensive in identifying barriers

## **4) Document actions to mitigate barriers**

Develop specific steps to mitigate barriers - consider SMART goal format

## **5) Create SMART goals**

Goals are Specific, Measurable, Achievable, Realistic, and Time limited

## **6) Identify an accountability partner**

Who will help you stay on track with your plan?

## **7) Evaluate your plan**

Have a plan to evaluate the measures identified in your goals