

# Personal Growth and Development Worksheet



**30 minutes**

## Purpose

Personal development planning is an investment in yourself. It is the art of assessing your skills and qualities, understanding where you want to go in life, and setting goals to learn new skills, develop your talents and maximize your potential.

The key to personal development is not simply setting goals, it is understanding how to achieve them. Your success will be due, in large part, to creating a plan that helps you identify, prioritize and manage your goals and achieve your desired outcomes.

In this worksheet, you will follow the steps provided to assess your current strengths and choose an area to focus on.

## Next Steps

Once you have finished this worksheet, discuss it with your manager at your next meeting.

## Why is personal development so important?

Personal development gives you the ability to bring health and focus to several areas of your life. When people are under pressure at work (due to time or stress), personal development is often the first thing they give up. This adds to their challenge, because personal development is the key to being more effective and efficient in a professional setting.



### Is this the same as professional development?

#### Response

Personal and professional development go hand in hand. **Professional development** focuses on building knowledge and behaviour that will help you carry out your role as effectively and efficiently as possible. Professional development helps you expand your area of expertise and enhance your skills for career advancement (for example, through mentoring, career-related qualification and/or training programs).

**Personal development** focuses on building skills and behaviour that will help improve your quality of life both inside and outside the workplace. Personal development includes professional goals but encompasses a wider scope of well-being that extends to your overall health, attitude, financial, and interpersonal goals.

Read the example, then answer the questions below.



### Example

**Tara and Michelle are two employees who are both equally qualified on a professional level. Both are detail-oriented self-starters who are great at developing recommendations and managing customer information. Tara finds it easy to adapt to challenging situations. Michelle has less experience dealing with adversity and feels like she struggles with change.**

1. Which employee do you think will be more successful on the job? Why?

2. What skill development would you recommend to the other employee?

The above example demonstrates how personal development can help you to achieve greater success in a professional setting.

## How much time should personal development take?

You should plan to block **3-5 hours per week** for training and personal development. You can spread this time over the week as needed, depending on the types of activities you plan to accomplish.

Your plan for training and personal development should include activities like:

- eLearning
- Role playing
- Industry research
- Working with your mentor
- Reviewing and updating your personal development action plan on a frequent basis

## Where can I learn about personal development?



If you need a refresher, review these resources:

1. [Personal Development eLearning module](#)
2. [Building Resilience eLearning module](#)
3. [Giving and Receiving Feedback eLearning module](#)

## What should I focus on?

The more interested you are in your personal development, the more likely you are to keep working at it. To find your focus, look at different aspects of your life and identify a few skills, habits, or behaviours you want to focus on.

- *Look inward and assess your current situation.* What are your strengths? What do you need to work on? What habits would you like to make or break?
- *Look at successful people around you.* What works for them? What skills/behaviours do they have? (if you're unsure, engage with them to learn more)



Consider these skills and habits as possible focus areas to focus on:

- |   |  |
|---|--|
| <input type="checkbox"/> Collaboration      | <input type="checkbox"/> Organization/record keeping |
| <input type="checkbox"/> Communication      | <input type="checkbox"/> Persistence                 |
| <input type="checkbox"/> Compassion         | <input type="checkbox"/> Presenting                  |
| <input type="checkbox"/> Compliance         | <input type="checkbox"/> Problem-solving             |
| <input type="checkbox"/> Detail-orientation | <input type="checkbox"/> Reasoning                   |
| <input type="checkbox"/> Empathy            | <input type="checkbox"/> Resilience                  |
| <input type="checkbox"/> Negotiation        | <input type="checkbox"/> Time-management/planning    |

## Personal Development Worksheet

3. Consider each area of your life. In the table below, write the skills, habits, or behaviours you want to focus on.

Interpersonal	Professional	Financial
Health	Attitude	(Other)

Tips for choosing your focus:

- Remember, you can't do it all - pick something you think will give you the most return on your time and energy.
- Look for overlap – developing one skill or good habit may benefit you in multiple aspects simultaneously. Choose a focus that will improve a few key aspects of your life.

In the next activity, you'll review the steps to build a personal development plan.