Individual Professional Development Plan (IDP)

Modified from IDP developed by Indiana University Office of Women’s Affairs and Indiana University School of Medicine Leadership in Academic Medicine Program.

**General Directions**

1. Read the entire document before you attempt to complete it.
2. Complete Sections I to IV and share them with your coach/mentor/department chair/section director for review.
3. Try to make your goals SMART:

**S**pecific: Have I clarified precisely what needs to happen in each area?

**M**easurable: Will I know whether I have achieved my objective or not?

**A**ttainable: Are the goals and objectives on my IDP doable?

**R**esult-oriented: Will my IDP help to move me toward my goals?

**T**ime-limited: Does the IDP include realistic time points and due dates?

1. Be sure to provide details about resource needs, timelines, and deliverables that must be completed as part of the processes. Revisit and revise your IDP when and where appropriate.
2. Request and expect honest feedback. Reflect on the advice and guidance you receive. Where appropriate, integrate the suggestions through a revision process.
3. **Sections V to VII (separate file) are for self-reflection and your personal use. You can complete them if you find it helpful. These sections do not need to be shared.**
4. Revisit your IDP periodically. Take stock of achievements and challenges. Strategize about how to overcome them.
5. Congratulate yourself for reaching your benchmarks and setting up SMART goals.

**Name and department/ unit:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Rank and Track: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I: Research Focus**

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| **Research/scholarship focus**  *In a sentence or two describe the overarching theme of your research or scholarship* |
| **Ongoing projects**  *Briefly describe or list your ongoing research/scholarship projects* |
| **Your research infrastructure and team**  *Describe the composition of your research team* |
| **Your research collaborators**  *List your key collaborators* |

**II: Last Year’s Successes and Challenges**

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| **Outline Last Year’s Achievements and Challenges** | | |
| Which of the previous year’s goals did you meet? | | Research  Teaching  Service |
| What factors helped you to reach your goals? |  | |
| What were barriers in meeting the goals that you set for last year? |  | |
| What resources do you think would help achieving goals and overcoming barriers? |  | |
| Were you satisfied with how you allocated your time during the past year in terms of research, teaching, service, administration and life responsibilities? |  | |

**III: Goals for Next Year**

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|  | **Outline your goals for the next year.**  **Indicate the specific steps and timeline** |
| What are your **research/ scholarship** goals for the upcoming year, and which goals will receive your top priority?  *Goals can include grant and manuscript submissions, talks, establishing collaborations, etc.* |  |
| What are your **teaching** goals for the upcoming year, and which goals will receive your top priority? |  |
| What **service** contributions do you wish to make to your department, school, profession or community in the next year? |  |

**IV: Long-term Goals and Professional Development**

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| What are your long-term career goals? How are you planning *now* to accomplish your long-term goals? |  |
| What institutional, personal and skill-related resources do you need to accomplish your goals? |  |
| What professional development activities will you participate in or seek out to achieve your short term and long-term goals? |  |

**Self-reflection Components of IDP**

**DO NOT SHARE**

*(sessions V to VII are optional for your personal use, not for sharing )*

**V: Values, Passions and Vision**

What thoughts do you have about what you are meant to do with your professional life?

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| **Values** | *List the 3 or 4 values that are core elements in your life* |
| **Passions** | *Write a few brief sentences or phrases that articulate your professional and personal passions. When are you energized?* |
| **Vision**  **What will be your legacy?** | *Describe your personal vision that captures the meaningful direction that you want to take. What does your ideal day look like 5 years from now?*  *What professional legacy do you want to leave?* |

**VI: Strengths and Challenges**

Strengths: Think about those areas of strength that you know to be true about yourself. What have others appreciated about you? When did you feel so immersed in a project that you lost track of time? When have you felt success in the process of the activity you are involved in?

Challenges: Look hard at those areas that are continually challenging for you. What have others commented that you need to work on?

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| **Strengths** | **Challenges** |
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**VI: Work-life integration**

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| **Values** | *List the values that are core elements of how you integrate your professional and personal life* |
| **Goals and aspirations** | *What are your goals for work-life integration* |
| **Challenges and resources** | *What are the main challenges and barriers for life-work integration?*  *What are the resources you have and those that you might need?*  *Who are your mentors, friends, role models that you rely upon for achieving your goals for life-work integration?* |