

INCLUDES A STEP-BY-STEP PROFESSIONAL PORTFOLIO GUIDE, TEMPLATES, CHECKLISTS, & POWERFUL ADVICE

BUILD

your professional
development plan

A SELF-DISCOVERY AND
IMPLEMENTATION GUIDE FOR
CAREER SUCCESS

PROMOTIONS

Yes

BIG PICTURE

POSITIVE

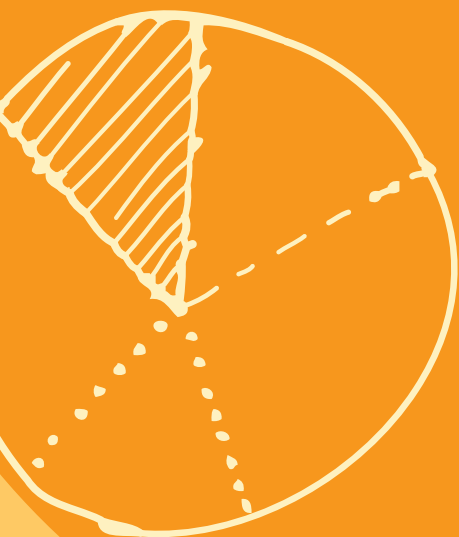
DO IT YOURSELF

Goals RAISE



THE RESULTS

GROWTH



professional

written by
Chrissy Scivicque

Career Coach
Professional Trainer
and Founder of
EatYourCareer.com



Table of Contents

Welcome.....	3
Introduction.....	5
What Are the Benefits of a PDP?	7
The 10-Step Process.....	8
Step 1: Self-Assessment	12
Key Accomplishments.....	12
SWOT Analysis.....	13
Strengths	15
Weaknesses.....	17
Opportunities	19
Threats	21
Understanding Your Values	25
Determining Your Values.....	27
Examples of Values.....	29
Understanding ANTI-Values.....	30
Get to Know Your Future-Self	32
Step 2: Goal Setting.....	34
Career Objective Statement.....	34
Holistic Goal Setting.....	36
SMART Goals	39
SMART Goal Worksheet	41
Step 3: Research.....	46
Areas for Professional Development.....	46
Hard Skills	47
Soft Skills.....	47
Experience	47
Relationships.....	48
Types of Research.....	48
Desk Research.....	48
Field Research	49
Identify All Paths	52
Mind Mapping	53
Step 4: Decision-Making.....	56
Decision-Making Strategies	56
Confident Decision-Making Tips	59
Step 5: Action Steps	62
Examples of Action Items	62
A Word of Warning.....	63

Step 6: Resources	66
Budgeting	67
Step 7: Deadlines	70
Determine Deadlines	70
Other Obligations	70
Dependencies	71
Step 8: Execution.....	74
Create Your Success Strategy	74
Time	74
Mindset.....	74
Support.....	74
Obstacles	75
Step 9: Revision.....	88
Quarterly Review & Revision	88
Step 10: Tracking	92
Celebrate	92
Learn	92
Identify Patterns	92
Improve	93
How to Track Your Progress	93
Putting It All Together	94
Professional Development Plan Template.....	95
Building Your Career Cornerstone.....	100
Career Cornerstone Instructions	102
Special Bonus: Build Your Professional Portfolio Guide.....	107
Professional Portfolio Checklist.....	113
Key Accomplishments List.....	114
Topical Index	117
References, Recommended Reading & Resources	119
About the Author.....	120
More From Chrissy Scivicque & EatYourCareer.com.....	121