

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](http://EatYourCareer.com)

---

# TABLE OF CONTENTS

---

Welcome.....	3
Introduction.....	6
What Is a Professional Development Plan? .....	7
The 10-Step Process.....	9
Step 1: Self-Assessment .....	12
Key Accomplishments .....	12
SWOT Analysis .....	15
Strengths .....	16
Weaknesses .....	18
Opportunities .....	20
Threats.....	22
Understanding Your Values.....	27
Determining Your Values.....	29
Examples of Values .....	31
Understanding ANTI-Values .....	32
Examples of Anti-Values.....	33
Getting to Know Your Future-Self.....	35
Step 2: Goal Setting .....	38
Career Objective Statement .....	38
Holistic Goal Setting .....	40
SMART Goals.....	42
SMART Goal Worksheet .....	44
Step 3: Research.....	48
Areas for Professional Development .....	48
Types of Research .....	50
Informational Interview Guide .....	53
Step 4: Decision-Making.....	58
Decision-Making Strategies.....	58
Decision-Making Mistakes to Avoid.....	61
Confident Decision-Making Tips.....	62
Step 5: Action Items .....	64
Defining Development Activities .....	64
Step 6: Resources .....	68
Budgeting .....	69
Step 7: Deadlines .....	72

Setting Deadlines.....	72
Other Obligations.....	72
Order of Execution.....	73
Step 8: Execution .....	76
Creating Your Success Strategy.....	76
Finding & Keeping Motivation.....	78
My Motivation Toolkit.....	80
Exploring Self-Sabotage.....	82
Positive Affirmations .....	84
Moving Through Fear .....	86
Personal Commitments .....	88
Step 9: Revision .....	90
Quarterly Review & Revision.....	90
Step 10: Tracking .....	94
The Purpose of Tracking Progress.....	94
How to Track Your Progress .....	95
Putting It All Together .....	96
Professional Development Plan Template .....	97
Building Your Career Cornerstone .....	102
Career Cornerstone Instructions.....	104
Key Accomplishments List Personal .....	107
Key Accomplishments List Professional.....	108
References, Recommended Reading & Resources .....	109
<b>SPECIAL BONUS: Build Your Professional Portfolio .....</b>	<b>110</b>
How to Get Leadership Buy In for Professional Development.....	131
About the Author.....	135
About Eat Your Career .....	136