Renewing Yourself Through Personal Development Plans

SUNY Technology Conference 2013   Doug Kahn

Before We Start

- Take a plain piece of paper and do the following:

    - Write Your Name

    - Write Today's Date and Time

    - Write "The five most important things in my life are:"

        - List the five things

- Five Minutes

Next…

- Write "My career goal is:"
  - Write It

- Write "The three things I do to reach that goal are:"
  - List them

- Five Minutes

Save That for Later

- Now, fold the pages together and put them on the table well in front of you.

- Do not look at the papers at all during this presentation.

Today's Agenda

- What is a Personal Development Plan

- The Dimensions of Personal Development

- Assessing One's Self

- Determining the Goals

- Theory of Balance

- Living the Plan

Personal Development Plan

Personal development planning:

Is the **process** of creating an **action plan** based on *awareness, values, reflection, goal-setting and planning* for **personal development** within the context of a *career, education, relationship or for self-improvement* – Linkedin, Wikipedia & others

Why?

- Those Who Plan and Execute Succeed Consistently
- Those Who Do Not Put Their Trust in Fate

- Amazon.com
- Barnes & Noble
- WalMart
- Microsoft
- Apple

The Parts

- Awareness
- Values
- Reflection
- Goal Setting
- Designing the Action Plan
- Working the Plan
- Career, Education, Relationship or Self-Improvement

Awareness

- The first step…
- We cannot change if we do not see we can change
- Must be truly honest
- Must be comprehensive
- Must be felt inside ourselves

Values

- The core of who we are.
- What is most important to me?
- Family
- Socio-political
- Ethics
- Doing what is right

Reflection

- Understanding what awareness and values mean
- Feeling a sense of direction
- Taking time to make rational decisions

- A bad decision made quickly is still a bad decision
- A good decision made deliberately is a good decision
- A good decision made too slowly can be a bad decision

Goal Setting

- Translating the who am I to the who do I want to be
- Based on awareness of areas that can improve
- Centered on values
- Soundly considered

- MTA

Planning / Action Plan

- Goals don't just happen

- Break goals down into specific strategies

- A strategy is a discrete actionable task

- We place a time frame on strategies

- You can clearly see that the strategy moves you toward your goal at a point in time

- Yes, we write this all down

Work the Plan

- You actually have to work the strategies

- Take stock every week or two

- Write down successes and failures
  - Personal Journal or Log

- Adjust your strategies to:
  - Emphasize the good
  - Improve the bad

Dimensions of Personal Development

Personal Development

- Comprised of Many Parts
- Some are Complimentary
- Some are Contradictory
- Essential Nature of Some
- Some are Less Important

Two Famous Views

- Steven Covey
  - Physical
  - Mental
  - Social/Emotional
  - Spiritual

- Maslow
  - Physiological
  - Safety
  - Love/Belonging
  - Esteem
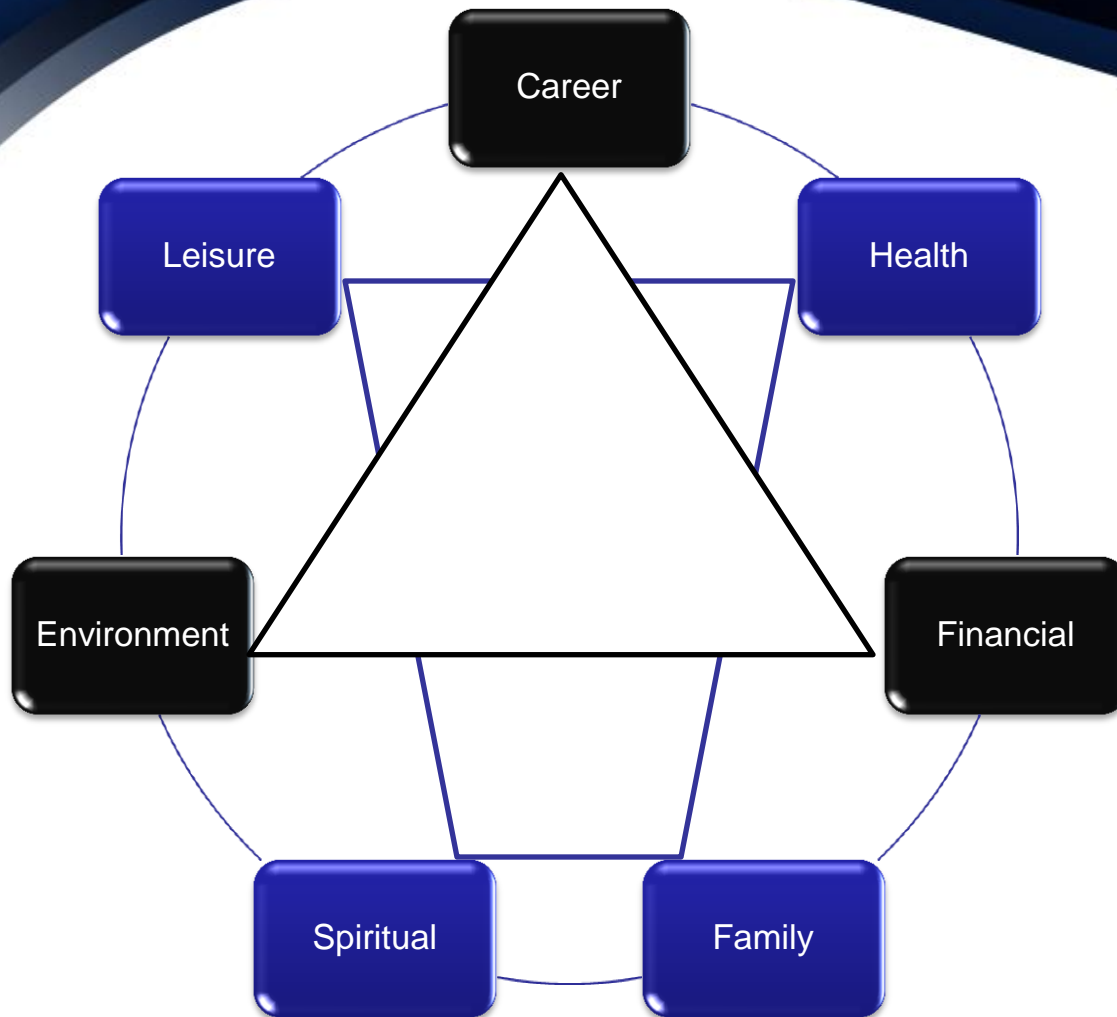 - Self Actualization

Work

vs.

Home

Are we really two dimensional?

The Facets of Self

- Which group do people typically focus on?
- Why?
- Is one more important than the other?

Assessing Ourselves

Typical Measures

- Work
  - Prestige
  - Paycheck

- Home
  - Family
  - House
  - Car

SWOT – Four Areas

	Positive	Negative	
Internal	Strengths	Weaknesses	
External	Opportunities	Threats	

This is what we are taught:

A business tool for business cases.

SWOT – Four Areas

	Positive	Negative
Internal	Strengths	Weaknesses
External	Opportunities	Threats

- What do I do well?
- What are my unique talents?
- How do I contribute?
- What is my best asset?

SWOT – Four Areas

	Positive	Negative
Internal	Strengths	Weaknesses
External	Opportunities	Threats
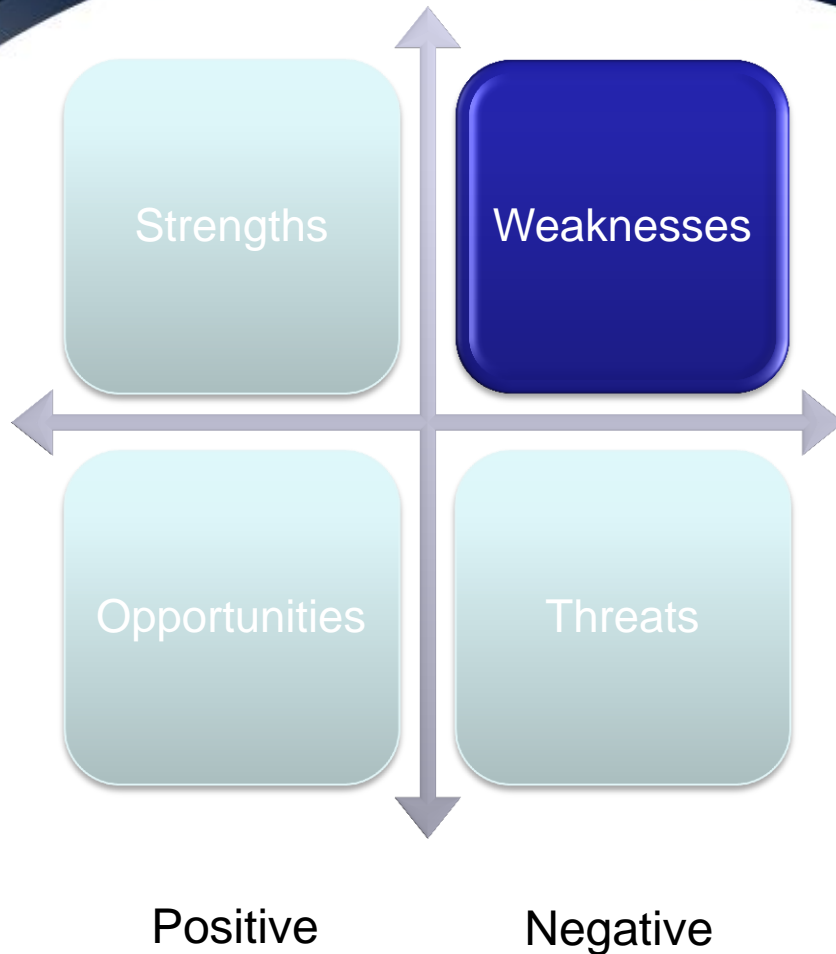
Internal
- What can I do better?
- Can I expand my knowledge?

External
- Can I give more?
- Can I balance myself better?

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SWOT – Four Areas

	Positive	Negative
Internal	Strengths	Weaknesses
External	Opportunities	Threats

- Where are the quick and easy gains?
- What gives the greatest impact?
- If I could do one thing…

SWOT – Four Areas

Strengths | Weaknesses

Opportunities | Threats

Internal

External

- What is out of my control?
- Can I control others?
- Can I control myself?
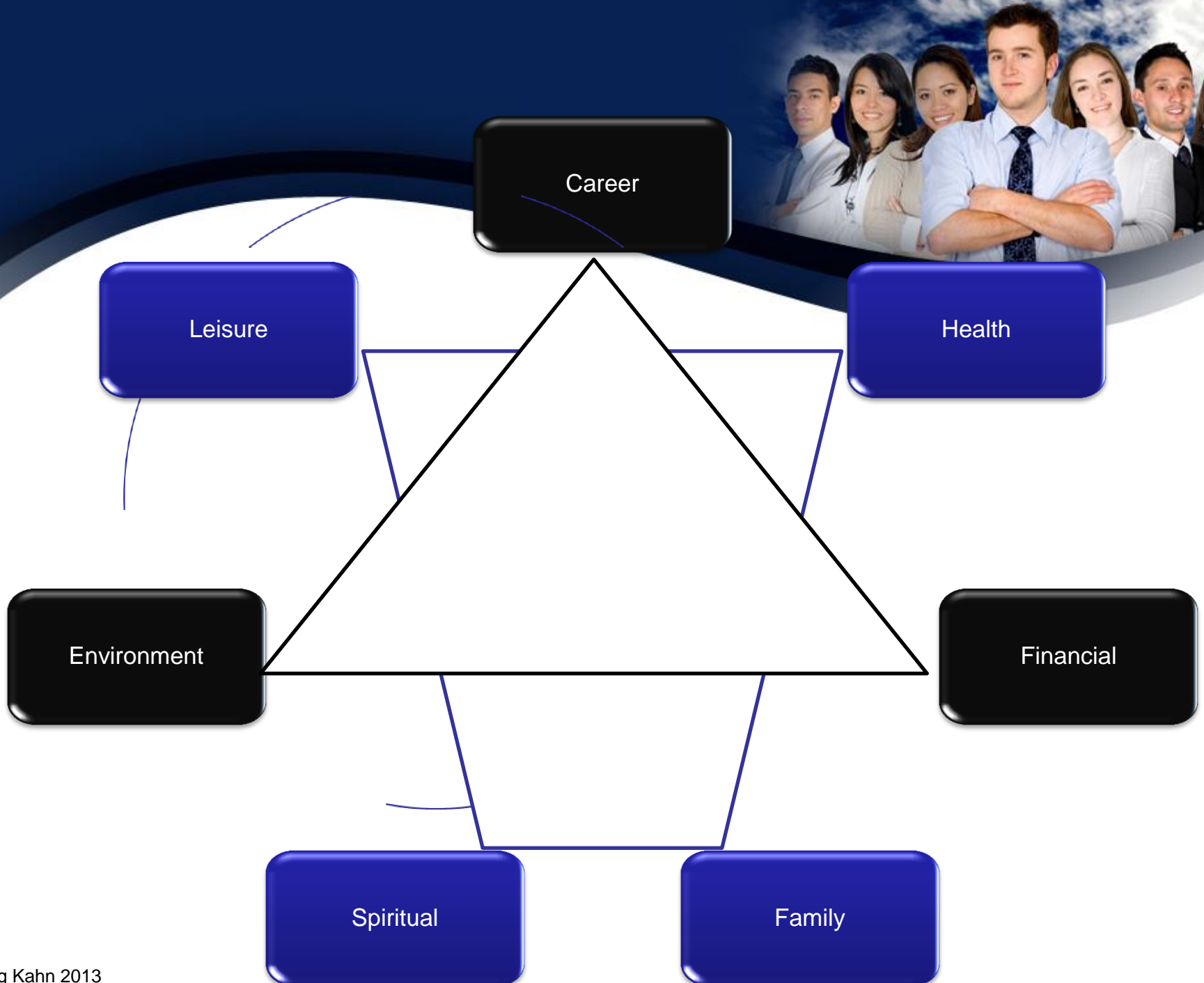
Positive   Negative

Let's Do It With a Twist

- Let's use the Balanced Scorecard
- In other words, SWOT by Life Function
- A Career SWOT
- A Personal SWOT

- We are going to take time to do two SWOTs right now.
  - One for the Black – "Work"
  - One for the Blue – "Home"

- In the ideal, we would do it for all the boxes…

Career

Leisure

Health

Environment

Financial

Spiritual

Family

Setting Personal Goals

Goal

- A Result
- An Outcome
- Something Desired
- Something Worth Working For

Two Types of Goals

- Desired Outcome
  - I want to be promoted to …
- Response to Environmental Survey (SWOT)
  - I want to eliminate a weakness

- How we handle each is the same, but different

Same

- Measurable

- Time Bound

- Achievable

- Have Specific Strategies

- Are regularly measured

Different

- Desired Outcomes are often new, not appearing on an environmental scan.

- SWOT items are existing conditions, that involved accentuating or correcting situations.
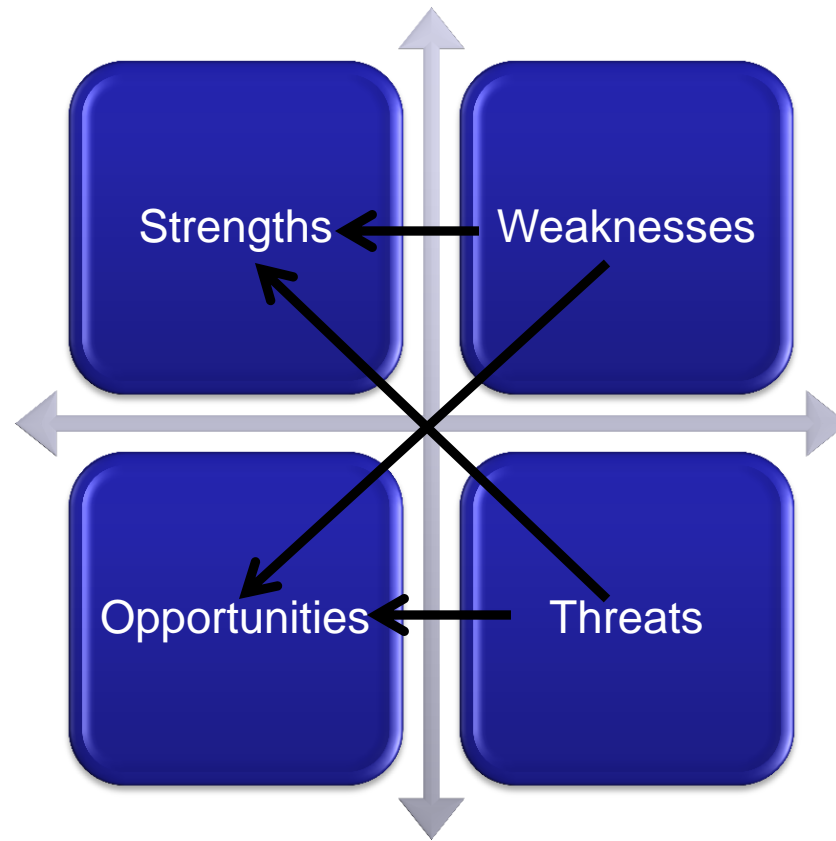
SWOT Fixing

- Turn your Weaknesses into Strengths
- Turn your threats into Opportunities

- Who said that, and what the heck does that mean?

- It's simple: fix the bad stuff…

SWOT Fixing

Give It a Try

- Weaknesses – Make it an Opportunity or Strength
  - I am not as skilled in programming using 'software tool'

- Threat – Make it a Strength or an Opportunity
  - My supervisor has unrealistic expectations for my projects

- As a table, do these two together.
- Five Minutes

Converting Goals

- Weakness: I am not skilled in programming using 'software tool'

- Opportunity: I will learn how to use 'software tool'

- Strength: I know x number of software solutions

- Goal: I will learn how to use 'software tool' and use it to write production code by November 2013

- Strategy 1: I will attend Computer Science class in the summer 2013 semester.

- Strategy 2: I will ask 'Bob' to mentor me in writing programs using 'software tool' in September and October

Let's Set Some Goals

- Take one item from one quadrant:
    - State the goal – in measurable, time bound and achievable terms
    - Set a minimum of two strategies to support the goal

- Five Minutes

Let's Set Some Goals

- Take one item from each of the other quadrants:
  - State the goal – in measurable, time bound and achievable terms
  - Set a minimum of two strategies to support each

- Ten Minutes

Theory of Balance

Maslow

- Maslow
  - Physiological
  - Safety
  - Love/Belonging
  - Esteem
  - Self Actualization

Steven Covey

- Steven Covey
  - Physical
  - Mental
  - Social/Emotional
  - Spiritual

What's the Point

- We need some things to do others
- There is a priority to what we need
- That we need to be well balanced
  - Have you ever sat on a two legged stool?

Take a Look

- Let's look at those goals you just wrote up.
- Ask yourself:
  - Did I write up the priority items or the easy ones?
  - Was there balance in those I chose, or were they just work related?

- Take five minutes to find balance

Root of Your Happiness

- Which is *more* true?
  - When I am happy outside work does it make me happier at work.
  - Or
  - When I am happy at work, it makes me happier at home.

Familiar?

work   home

Living the Plan

Work It

- Keep goals in mind
- Work the strategies every day you can
  - not all, all the time, never none…
- Check progress every week or two
- Make adjustments every week or two
- Keep a journal to track the progress
  - Why? Because no matter how good you are, you cannot remember everything.

It Becomes a Cycle

- As goals are accomplished, set new ones
- Every six months or so, do an honest SWOT
- Then review goals
- Set new strategies
- Review
- Adjust
- Set new goals
- Etc…

Go Back to Your Goals

- Set a date for you to have a goal for every SWOT entry
- Set a date to have three strategies for every goal
- Start
- Assess every week for a month
- Assess every two weeks for next two months

- Check how you did

Bring it Home

- A PDP is a process not a piece of paper in a book
- It requires awareness and honest evaluation of self
- You set realistic and focused goals
- Strategies are worked to achieve the goals
- There is regular and honest evaluation of how effective strategies are, and they are adjusted accordingly
- It becomes a cycle that never ends

Questions?

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