

Personal Development Objectives

This *Personal Development Objectives* PERSONAL DEVELOPMENT WORKSHEET is courtesy of:
www.PersonalDevelopmentInsights.com & www.FreePersonalDevelopmentWorksheets.com.

Personal development objectives are objectives that you have chosen to work towards for self-improvement. Some workplaces require you to complete a Personal Development Plan (PDP) to show initiative and that you're willing to learn and grow. Strong employees make the business strong.

Download our complete Personal Development Plan (PDP) Worksheet on the \$1 page. This worksheet is part of our FREE worksheet download to help you explore your Personal Development Objectives needed for a PDP.

The questions below are suited for a PDP that is needed for the workplace. PDPs can also be developed for other reasons such as self-improvement and relationships.

When you are developing a PDP for a career or business advancement you must consider: the workplace needs, what is beneficial to the work role you are applying for, objectives that might advance you in future roles, what your boss would like to see, and your own personal satisfaction.

Here are some examples of personal development objectives:

- Project management skills,
- Becoming more efficient with presentation skills
- Increasing communication skills
- Gaining technical knowledge
- Improving stress management
- Increasing time management skills
- Demonstrating initiative
- Improving team work skills
- Earning respect of fellow co-workers
- Maintain positivity at work
- Work on schedule
- Managing change with ease
- Be willing to ask questions as needed
- Be willing to allocate work to be more efficient
- Learning the new computer programs

To help explore Personal Development Objectives relevant to your work situation print the worksheet and then answer the following questions. Remember that when you answer these questions the idea is to just write down the facts without judgement. Here you are brainstorming or braindumping for personal development areas. To bring to light your strengths and weaknesses.

What aspects of your personality do you want to improve/develop? Have you ever admired someone and wished you could be like them? Do you want to be more motivated? Or desire to be happier when you wake-up in the morning? Do you wish you could flow more easily? What other aspects?

In what ways can you improve your communication skills? Has any type of communication frustrated you? Do you wish you could speak your mind clearly without hurting anyone? Do you need to communicate clearly to allocate jobs? What others area of communication?

What ways do you currently manage stress? Do you have high blood pressure? Do you have a healthy diet? Do you exercise regularly? Laugh often? Do you have migraines or headaches? Chronic stress has a huge impact on your workplace performance. What ways you do manage your stress, and do you feel you need to become more efficient with stress management?

What skills or abilities could you enhance to improve your relationship with your family and friends? Be sure to take some time to contemplate on this question. Do not worry how it sounds. The idea is to explore every area of your life for personal development.

How many times a day do you, on purpose, activate positivity? The higher your level of positivity the more you're able to manage stress, have more effective connections with others, you flow more easily with tasks, feel more upbeat and energetic and positivity broadens your mind to new ideas and possibilities. Positivity is a huge workplace benefit. Would you benefit from learning how to activate positivity on purpose?

What type of skills would benefit your workplace? Could you become more efficient with a certain computer program? Does your workplace need someone to organise the food for the lunch meetings? What other type of skills or training would help you be more efficient and flexible at work?

On a scale of 1-10 how confident are you when working in a team? Do you prefer to work alone?

Does your current or future workplace require you to work in a team or independently? What skills can you develop to be more efficient in this?

What other skills would your workplace benefit from? Ideas: presentations skills, leadership, project management, grants and funding, marketing, personal development workshops and presentations, and so on.

Great! Well done! Now that you've brainstormed your PERSONAL DEVELOPMENT OBJECTIVES take them over to the \$1 Personal Development Plan Worksheet on our website.