



Invasive Species Council of BC

HOW TO TAKE ACTION

# Create a Self-Development Plan

## WHAT IS A SELF-DEVELOPMENT PLAN?

A self-development plan is a personal exercise that aims to identify your values. From these values, you can create a roadmap to establish goals and build timelines that support how you will achieve those goals.

## HOW CAN YOU CREATE ONE?

### Step 1: Identify Your Values

First you must identify your values. Values are your beliefs, attitudes and standards of what you feel is important in the way you work and live.

To identify your values, consider questions like:

- » *What would I like my friends to say about me?*
- » *What are my interests and passions?*
- » *If I were the leader of a company, what qualities would I need?*

Brainstorm a list of at least ten values and then select your top three to five values from the list. These will be your core values.

### Common Values

Achievement	Innovation	Safety
Care	Integrity	Teamwork
Community	Leadership	Adventure
Compassion	Learning	Family
Creativity	Loyalty	Growth
Environment	Passion	Collaboration
Excellence	People	Flexibility
Fairness	Respect	
Honesty	Responsibility	

Want to take this activity further? Check out [Worksheet #1](#).



### Step 2: Long-Term Goals

Use your chosen set of core values to develop your long-term goals. Two or three long-term goals will provide you with good direction for how to proceed. When setting goals, consider questions like:

- » What do you want to accomplish?
- » What is important to you?
- » How can you build upon your values?
- » Where do you want to be in 10 years?

### Use the SMART goal system

- » Specific – Make goals specific and narrow in scope.
- » Measurable – Proof of progress and gives you an end point.
- » Achievable – Make sure goals are achievable.
- » Relevant – Make sure they align with your values.
- » Time-bound – Have an end date to help push yourself.

Want to take this activity further? Check out [Worksheet #2](#).

### Step 3: Short-Term Goals

Now that you have decided on long-term goals, break them down into smaller short-term goals to help you accomplish them. For each of your long-term goals, aim to have three or four short-term goals.

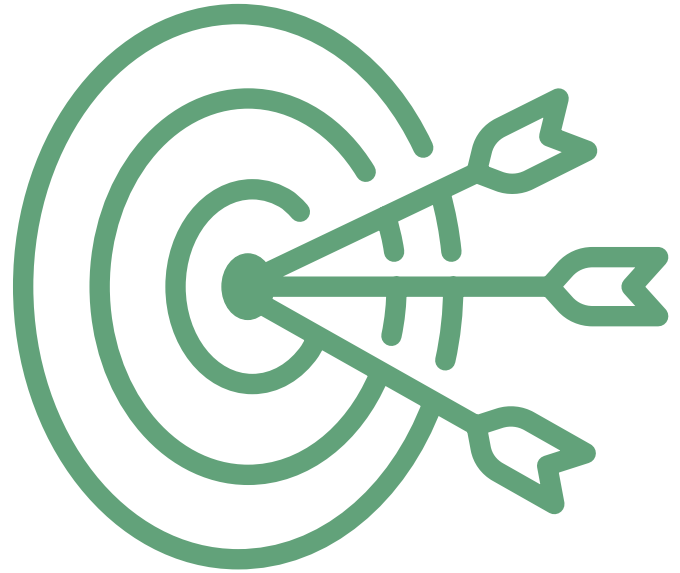
You can also include short-term goals set up for milestones separate from your long-term goals.

Again, use the SMART goal system when creating your short-term goals!

Identify what steps will be required to accomplish your long-term goal by asking yourself these questions:

- » Do you require additional education?
- » Do you need to gain any specific experience?
- » Do you need to master any particular skills?
- » Are there any obstacles you need to overcome?

**TIP!** Make sure your first short-term goals are easily achievable. This will help get the ball rolling and build self-confidence.



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### Common Things That Get in Your Way and Tips to Overcome Them

**Comparing yourself to others:** Look for stories that inspire you instead of bringing you down.

**Being a perfectionist:** Sometimes good enough, is good enough. Being “perfect” is subjective – don’t get too hung up on it!

**Worrying about what others think:** Everyone is on their own journey. Don’t let someone else’s opinion of you decide your worth. Decide what matters to you and act accordingly!

**Fearing Failure:** Mistakes aren’t a sign of failure; they are a sign of learning. Treat mistakes as lessons along the way.

**Being impatient:** Life (and goal setting) is a journey. It takes time to get where you want to be – enjoy the ride!

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### Step 4: Achieve Your Goals

Set yourself up to achieve your goals! Here are a few ways to help you do this:

- » Tell someone: Hold yourself accountable by telling someone your goals and ask them to hold you accountable by checking in with you.
- » Track it: Keep tally in a journal or document that shows what you have completed to accomplish your goals.
- » Visualize it: Visualize yourself completing your goals. This helps you feel empowered and focus your willpower.
- » Celebrate: Reward yourself for every goal that you accomplish, even if it is the smallest short-term goal!



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# Worksheet 1: Values Assessment

For this activity, we want you to reflect on the values you have chosen in Step 1 and dive in deeper to see how these values relate to your life.

1. With your list of 10 values, rank them from 1 (most important) to 10 (least important).
2. Next, we are going to evaluate how well you are meeting each value in your daily life (work and school included) by filling out the chart that is provided.

While completing this exercise, ask yourself the following questions:

- » *How do my relationships reflect this value?*
- » *How does the way I spend my free time reflect this value?*
- » *How does my current job or volunteer opportunity reflect this value (past and present)?*

**REMEMBER:** Some of your jobs or volunteering opportunities (past or present) will reflect this value and some will not – it is all part of the process and great information for you to be aware of!

My Values	Rank from 1 to 10 (1 being most important)	How well am I meeting this value in my professional life? (Work, school, volunteering)	How well am I meeting this value in my personal life? (Friends, family, partners)

Great work! Identifying values is never easy. Take a moment to reflect, was there anything in this process so far that was particularly challenging for you? Was there anything that came easily?

Now that we have done a deep dive to identify the values that are most important to you and how you are reflecting them in your personal and professional life, let's brainstorm on what you can do to better reflect these values.

3. Brainstorm ways that you can better reflect your values at work.

*I can better reflect my values at work, school, or while volunteering by...*

4. Brainstorm ways that you can better reflect your values in your personal life.

*I can better reflect my values in my personal life by...*



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# Worksheet 2: Longer Term Professional Development Map

Using SMART goals to establish short- or long-term goals are important, however it is equally as important to not lose sight of longer-term plans for your future. This exercise looks at where you are now and what you want to achieve in 1,5 and 10 years. Use this roadmap to establish SMART goals to help ensure you are staying on track.

**TIP!** If you'd like, make two separate roadmaps. One for your personal development and one for your professional development.

Some things to keep in mind...

- » *What skill gaps do you have between where you are now and where you want to be?*
- » *What are some challenges that could get in the way of your roadmap?*

