

Managing Your Own Success!

- Step 1 -** Create a Development Log. Develop a system for recording your thoughts, ideas and plans.
- Step 2 -** State your Objective. Focus on why you want to develop.
- Step 3 -** Develop a personal profile. Find out about yourself.
- * What words or phrases would you use to describe yourself?
 - * What have you excelled at in your life so far?
 - * What experiences have you avoided in life so far?
 - * What aspects of work do you enjoy?
 - * What aspects of work do you dislike?
 - * What types of people do you like developing relationships with?
 - * What types of people do you avoid developing relationships with?
 - * What might your personal motto be?
- Step 4 -** List your Strengths and Weaknesses. Think realistically.
- Step 5 -** List your Achievements. What makes you proud?
- Step 6 -** List Significant Learning Experiences.
- * Description of an event.
 - * Why was it significant?
 - * How did it happen?
 - * Who was involved?
 - * What did it teach me?
- Step 7 -** Ask others to comment on some or all of the following:
- * Your strengths and weaknesses.
 - * Words or phrases to describe you.
 - * Things they think you should stop doing, things you should start doing and things you should do more often.

Step 8 - Focus on the present. What is happening at the moment in your life?

- * My job is....
- * My current roles in life are....
- * Who is important in my life at the moment?
- * What are my current skills, abilities and attributes....
- * My current short-term plans are....
- * Areas I need to develop to meet these plans....
- * People who can help me are....

Step 9 - Dream (or focus on the future). Where would you like to be in one, five or even ten years time?

- * Where do I want to be?
- * How am I going to get there?
- * Who can help me?
- * What skills and abilities do I need to get there?
- * How will I know when I've reached my goal?

Step 10 - Plan your Self Development Strategy. Why do you want to develop?