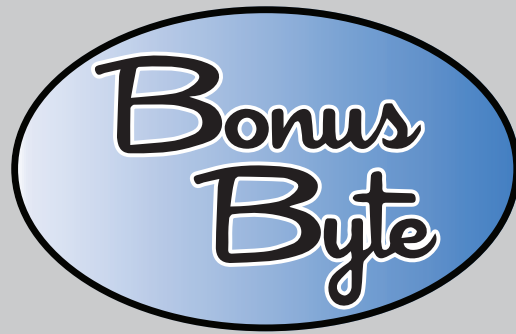


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Building Your Personal Development Plan

BUILDING YOUR PERSONAL DEVELOPMENT PLAN

by Kevin Eikenberry

As you clicked through to get this Bonus Byte or as you read the title of this article, you might have been wondering why this is about a personal development plan rather than a professional development plan. If you did wonder that, or if you are wondering it since I mentioned it, let me give you my perspective.

Since you are responsible for both your personal and professional development calling it a personal plan reminds you who is really responsible.

Do we all hope our organizations support our development in a wide variety of ways? Of course. And, many will. However, YOU are ultimately responsible.

No one benefits from your development as much as you do, and no one will care as much about it. Ultimately, it's personal.

While there may be contextual differences between some personal and professional development, the fact is that as you become a better leader you become a better human being and vice versa.

This short document will focus more on your development at work and as a leader. However, these ideas could be applied to the rest of your life, and any facet of it that you choose.

Step 1 – Find or Build a Template

Your organization may provide you with a development planning tool. If so, great! Or, you may have one from a workshop or book you have read – also great! If not, you can find lots of choices through the magic of Google (or your favorite search engine).

Step 2 – Use Your Template

Yep, finding one isn't enough, you have to fill it out. Regardless of the template you choose, consider the questions below. Some may be covered on your form, some not. All of these will help you create a more effective plan.

- What are the challenges I am facing in my job now (and with my promotion to leadership)?
- What do I see as my biggest strengths to capitalize on?
- What weakness in my skills or blind spots in my experience do I need to be aware of and work on?
- Where do I want to be in 2 years?
- Where do I want to be in 5 and 10 years?
- What adjustments will I need to make to reach those targets?
- What habits are helping me?
- What habits are hindering me?

- What help or resources do I need?
- What barriers do I need to overcome?
- What will I do first?

Step 3 – Share your Plan

The nature of your plan and the answers to some of the questions above will help you determine with whom to share your plan. In short, share it with:

- People who care about your success.
- People who can support, encourage or coach you.

Hopefully, your supervisor is at least one of those people. Even if you aren't sure if he/she is, share your plan anyway. Being proactive about your development will show something about who you are – something that will very likely be appreciated. That act alone may improve your relationship with and increase his/her willingness to help you reach the goals you have set.

Step 4 – Apply Your Plan

It really isn't about a plan, it is about action. Build a plan, but don't obsess about it. Build a plan as a means to getting to action.

It's time to get started!

ABOUT BUD TO BOSS

Bud to Boss provides new leaders and organizations looking to develop new leaders with insight, resources and powerful learning opportunities designed to specifically address the challenges of successfully transitioning from peer to leader.

To speak with someone about how we can help you or your organization, send a note to **info@BudtoBoss.com** or call the number on this page.

You can learn more about us at:

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Our products and services include:

- Books & Learning Resources, including the best-selling book *From Bud to Boss*
- Classroom & Virtual Workshops
- The Bud to Boss Toolkit eLearning Course
- A Variety of Enterprise Solutions including Onsite Training and Certification



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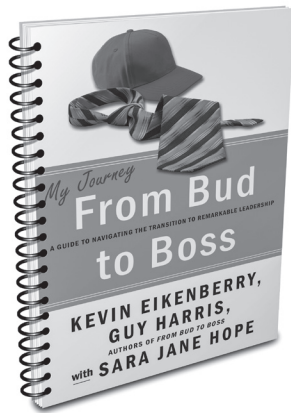
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/ BudtoBossOfficial

The Kevin Eikenberry Group
8021 Westover Drive
Indianapolis, IN 46268

(317) 387-1424

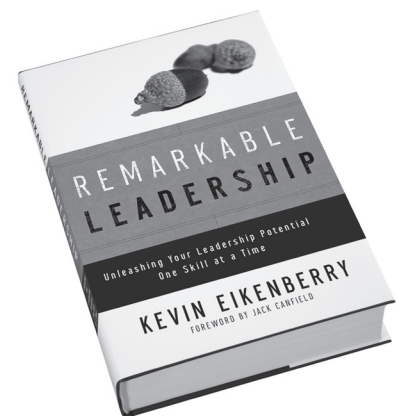


My Journey From Bud to Boss

A companion volume to the From Bud to Boss book, the Journey is a workbook designed to help you apply the knowledge gained to actual work experiences. It includes activities, questions, and exercises designed to take you beyond the concepts introduced to you during the Workshop or the book. And while this book is completely designed to be written in, all of the templates and tools are available in both PDF and Word document form so that you can use them over and over.

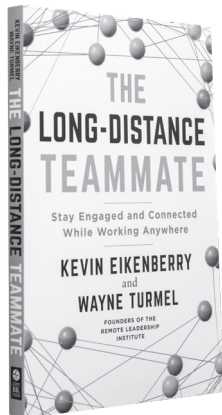
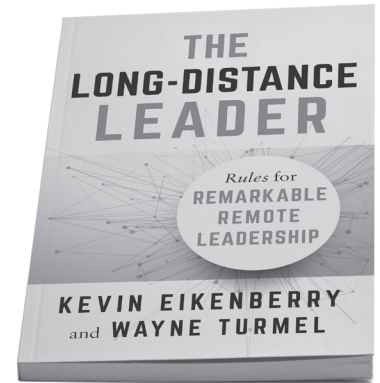
Remarkable Leadership

is a practical handbook written for anyone who wants to hone the skills needed to become a remarkable leader. This book outlines a framework and a mechanism for both learning new things and applying current knowledge in a thoughtful and practical way. It explores real-world concerns such as focus, limited time, incremental improvement, and how we learn.



The Long-Distance Leader

is a practical, candid look at what it takes to lead people, projects and teams in today's dispersed workplace. The book showcases 19 rules for being a remarkable remote leader, and offers practical models, tools, and best practices to tackle the real-world challenges from how we work and communicate virtually.



The Long-Distance Teammate

Written by the founders of the Remote Leadership Institute, this book is the most authoritative single resource for helping remote workers get work done effectively, build relationships that are both productive and satisfying, and maintain a career trajectory when they are not in constant close contact with their leader, coworkers, or the organization in general.

Check out our website for additional leadership resources including our free video training series, blogs, newsletters, podcast and more!

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