



FAST TRACK YOUR PERSONAL DEVELOPMENT PLAN

WORKBOOK

THE DEPARTURE LOUNGE

Its 3 years time, you have met an old friend in an airport lounge as you are waiting to depart on that special trip. What are you going to tell them?

Where are you going and why?

Family

Finances

Health & Wellbeing

Professional

WHAT ARE MY DEVELOPMENT NEEDS?

Timeline	Why is this important?
Urgent – This will be important in the next 3 months:	
Medium Term – I need this in the next 12 months:	
Long Term – I recognise the gap, but it isn't immediately relevant:	
No Action – I'm consciously not developing this area:	

HOW DO I MAKE SPACE?

Take an inventory of how you spend your time	
What are the regular daily and weekly activities I do?	
What monthly and quarterly tasks do I get involved in?	
What one off activity have I done over the last few weeks?	

Analyse your time	
Things I'm great at / love doing / where I produce my best work	Things the finance leader shouldn't be doing
Things I hate doing	Things I suck at

WHATS IMPORTANT IN THE NEXT 90 DAYS?

Quarter:.....

Current Situation - Where are you now?

SWOT ANALYSIS	
Strengths	Weaknesses
Opportunities	Threats

OBJECTIVES		
1	2	3
Business	Personal Development	Capability Development
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MILESTONES

Month.....

Objective 1	Objective 2	Objective 3

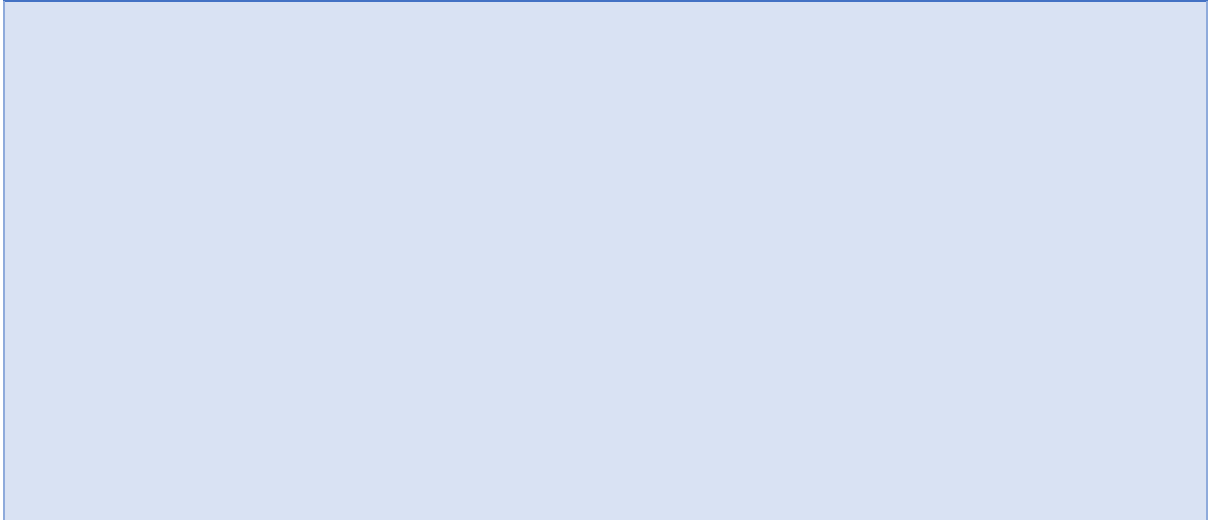
BIG ROCKS – What has to get done?	Key Actions
1	
2	
3	

LITTLE ROCKS – What else would you like to do?	NOTES

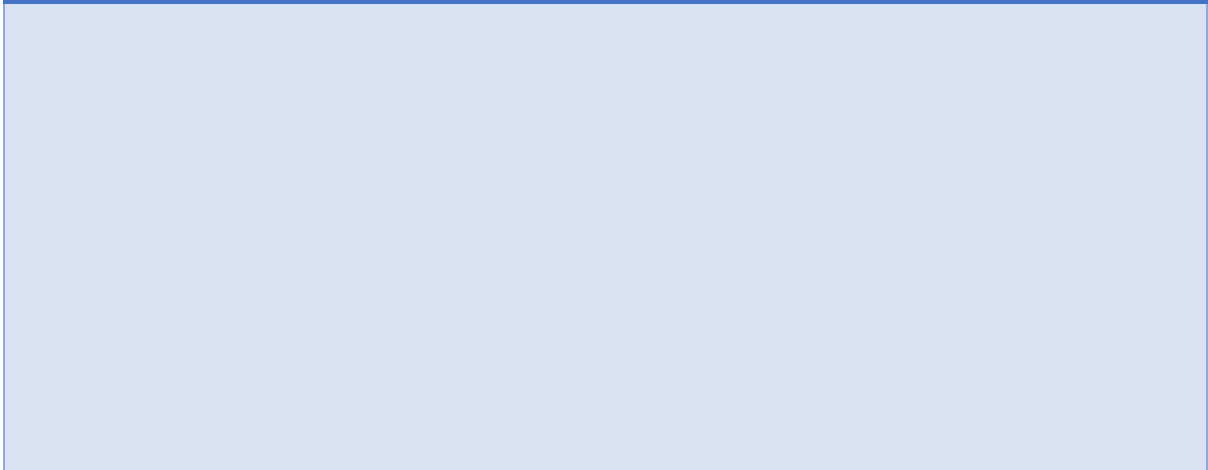
WHAT WENT WELL – What parts of your plan worked?



WHAT DIDN'T WORK – Which things didn't go to plan?



THINGS TO CELEBRATE – What are you proud of this month?



MILESTONES

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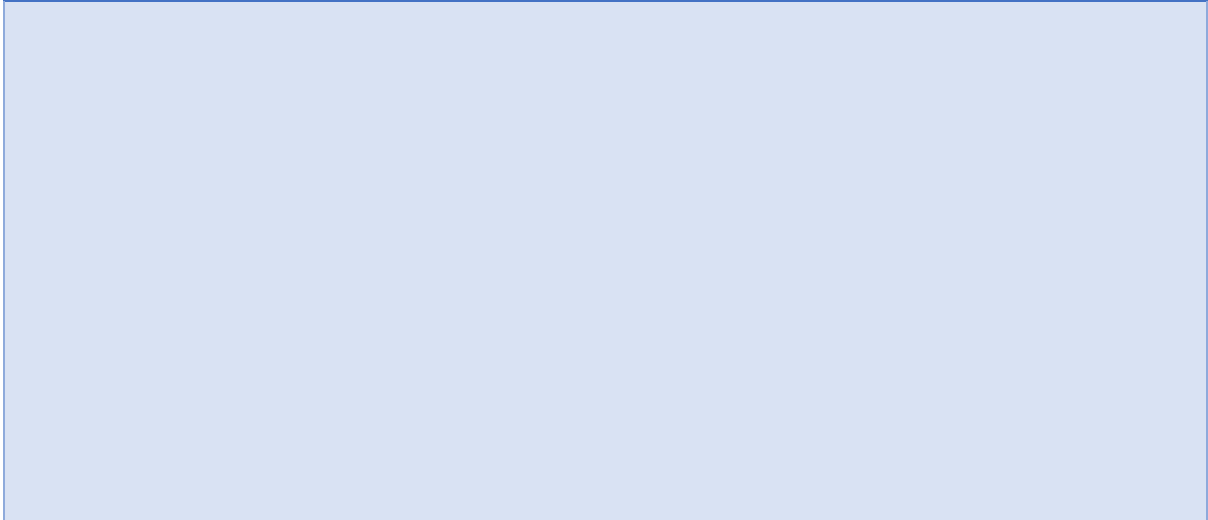
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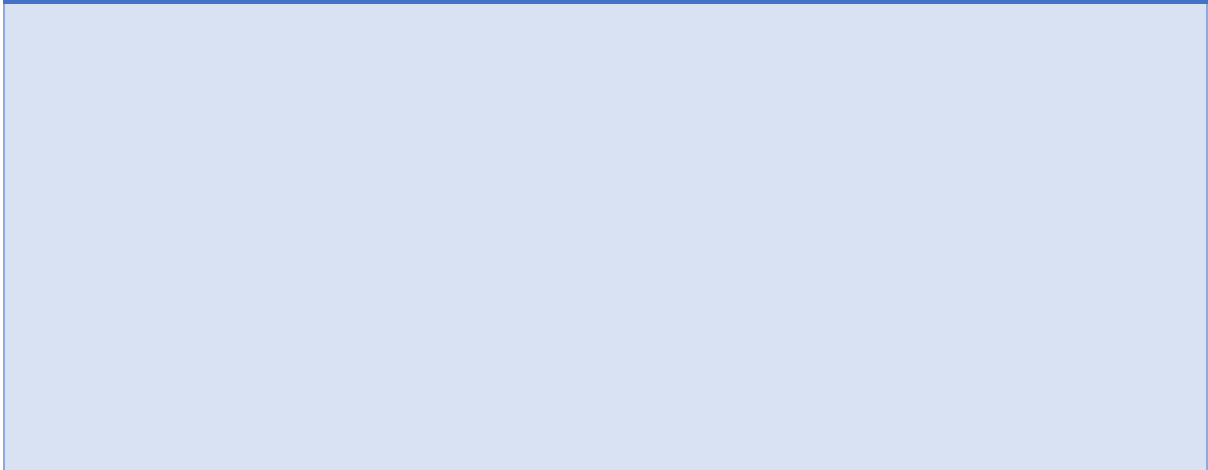
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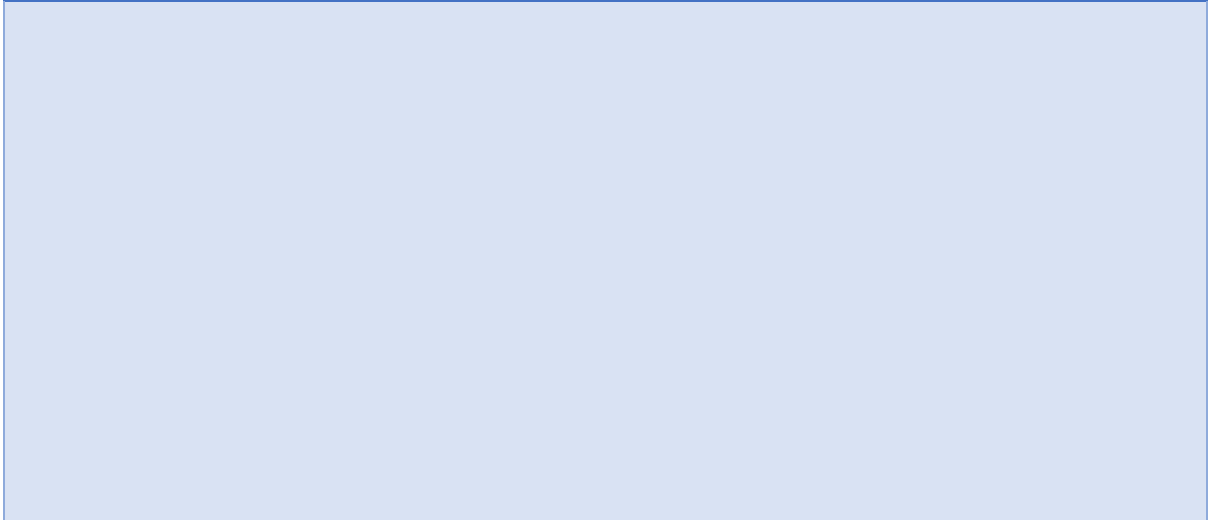
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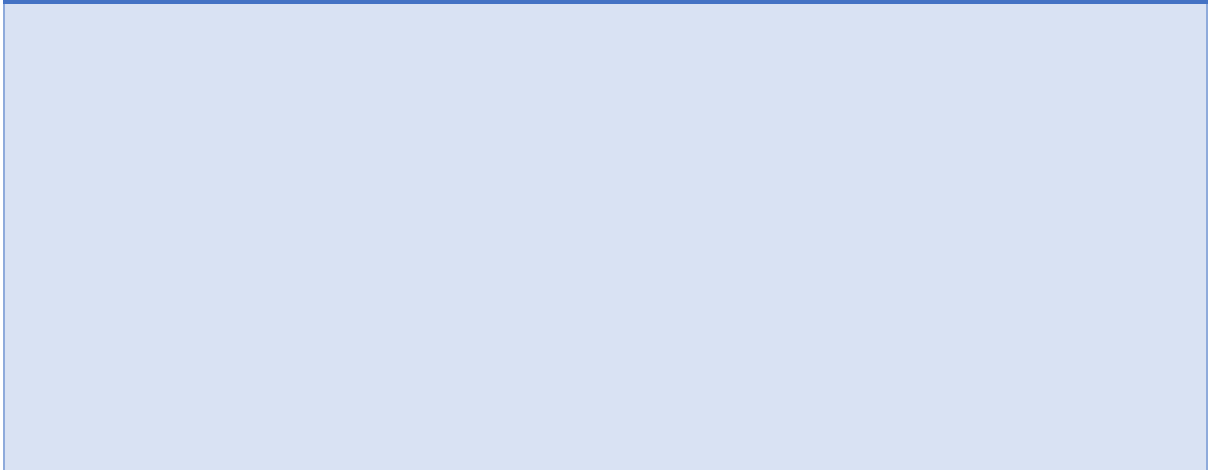
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Quarter Review

Objective 1

Behind At Risk On Track. Completed

Objective 2

Behind At Risk On Track. Completed

Objective 3

Behind At Risk On Track. Completed

WHAT HAS WORKED?

WHAT HASN'T WORKED?

WHAT REVISIONS OR CHANGES MAY BE NECESSARY?

HOW DO YOU FEEL ABOUT YOUR PROGRESS?

