

INDIVIDUAL DEVELOPMENT PLAN

Mentees may want to complete this prior to connecting with a mentor to help formulate needs and areas of focus for mentorship relationship. You may want to attach your CV as well.

Your name: _____

Today's Date: _____

Career Track:

Academic Track:

Long Term Goals :

If you are having difficulty thinking about these goals – consider:

- *Why did you decide to become a training director? What did you hope to accomplish?*
- *What are the accomplishments and/or activities that you want your boss to write about.*

Distribution of Areas of Effort (Definitions)

1. **Education (Teaching/Scholarly Activity)** –student /resident teaching, advising, CME/curriculum teaching/involvement, new course development
2. **Research and Other Scholarly Activity** – conducting basic science/clinical research, presentations and publications, funding and grant support and application, copyrights and patents, editing, and peer review
3. **Patient Care (Clinical Activities)** – direct patient care, Chart reviews, related clinical activities, clinical budget performance
4. **Leadership & Management Skills** – participation or leadership in governance of the unit, department, program, school, personnel management, recruitment
5. **Self Development** – training activities (CME training, earning advanced degrees, preparing for certification/re-certification, participation in professional academic associations or societies, consulting in one's field)
6. **Service** – committee membership, community outreach and service

List Your Current Time Distribution by Area estimating % of duties and approximation of hours

Outline the estimated time spent in areas of effort

Area	% of Total Duties	# Hrs/Week	How would you like to change this time distribution – New % time:
Education			
• Medical Student			
• Resident			
• Graduate Student			
• CME/Other			
Research / Scholarly Activity			
Patient Care			
Administration			
Self-Development			
Service/Citizenship			

How (if at all) would you like to change this time distribution? Consider the above 6 categories:

1. Things you're doing now that you want to quit
2. Things you've just been asked to do that you want to refuse to do
3. Things that you're doing that you want to continue
4. Things that you're not doing that you want to start
5. Strategies for improving the balance within the above 4 categories

Specific Goals in Areas of Effort

Education.

GOALS	Expected Outcome	Aspects necessary to achieve Goals			
		Resources	Collaborators	Time commitment	Barriers
Short-Term Goal #1:					
Short-Term Goal #2:					
Short-Term Goal #3:					
Long-Term Goal #1:					
Long-Term Goal #2:					
Long-Term Goal #3:					

Research and Research Related Activities

GOALS	Expected Outcome	Aspects necessary to achieve Goals			
		Resources	Collaborators	Time commitment	Barriers
Short-Term Goal #1:					
Short-Term Goal #2:					
Short-Term Goal #3:					
Long-Term Goal #1:					
Long-Term Goal #2:					
Long-Term Goal #3:					

Patient Care (Clinical Activities)

GOALS	Expected Outcome	Aspects necessary to achieve Goals			
		Resources	Collaborators	Time commitment	Barriers
Short-Term Goal #1:					
Short-Term Goal #2:					
Short-Term Goal #3:					
Long-Term Goal #1:					

Long-Term Goal #3:					
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Leadership & Management Skills

GOALS	Expected Outcome	Aspects necessary to achieve Goals			
		Resources	Collaborators	Time commitment	Barriers
Short-Term Goal #1:					
Short-Term Goal #2:					
Short-Term Goal #3:					
Long-Term Goal #1:					
Long-Term Goal #2:					
Long-Term Goal #3:					

Self Development

GOALS	Expected Outcome	Aspects necessary to achieve Goals			
		Resources	Collaborators	Time commitment	Barriers
Short-Term Goal #1:					
Short-Term Goal #2:					
Short-Term Goal #3:					
Long-Term Goal #1:					
Long-Term Goal #2:					
Long-Term Goal #3:					

Service/Citizenship

GOALS	Expected Outcome	Aspects necessary to achieve Goals			
		Resources	Collaborators	Time commitment	Barriers
Short-Term Goal #1:					
Short-Term Goal #2:					
Short-Term Goal #3:					
Long-Term Goal #1:					
Long-Term Goal #2:					
Long-Term Goal #3:					

CONSIDER:

- *Were there specific areas of the IDP that were difficult for you to complete? If yes – which areas and what was difficult. Consider need for more self- development in this area.*
- *Are you “on track” to achieve your goals?*
- *What resources are available to help you achieve your short and long-term goals.*