Individual Development Plan

Date:

Mentor Name

Mentee Name

Time allocation as estimated by Mentee:

_____% Teaching/training/providing mentoring
_____% Research
_____% Patient Care
_____% Administration
_____% Creative Professional Activity

How (if at all) would you like to change this time distribution? Consider your 5 lists:

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
Academic Appointment

Do you understand the expectations for your career advancement within the University?

___Yes
___No

Explain:

Current Professional Responsibilities

List your major professional responsibilities and if you anticipate significant changes in the coming year

1.

2.

3.

4.

5.
**Future Professional Goals**

**Short Term Goals**
List your professional goals for the coming year. Be as specific as possible, and indicate how you will assess if the goal was accomplished (expected outcome)

1. Goal:
   
   Expected outcome:

2. Goal:

   Expected outcome:

3. Goal:

   Expected Outcome

**Long Term Goals**
List your professional goals for the next 3 to 5 years. Again, be specific, and indicate how you will assess if the goal was accomplished.

1. Goal:

   Expected outcome:

2. Goal:

   Expected outcome:

3. Goal:

   Expected Outcome