



SCHOOL OF  
GRADUATE STUDIES

# Individual Development Plan (IDP)

An individual development plan is intended to help you:

- Identify professional development goals you would like to achieve within a set time frame
- Outline specific steps and actions you will take to achieve your goals
- Measure achievement of your goals by a predetermined deadline, and refine your goals as needed

When establishing goals for an IDP, we recommend using a 6-12 month time horizon. Your goals should be SMART (specific, measurable, achievable, relevant, and time-bound) and meaningful to you and your academic and professional interests. Examples of goals include exploring careers related to my academic program, connecting with senior professionals in my field of work or study, identifying/assessing/developing my skills and competencies, preparing for an academic/non-academic job search.

Steps and actions are your specific strategies for achieving your goals. As an example, if your goal is to connect with senior professionals in your field of work or study, as steps you may choose to conduct two [informational interviews](#) or attend two professional development events. To expand your network, your actions could be to conduct interviews with alumni by connecting with senior professionals through [Ten Thousand Coffees](#) and someone recommended to you by your instructor or supervisor. To participate in professional development events, you could attend Memorial University's [Career and Graduate School Fair](#) and attend networking sessions offered through a relevant [professional association](#).

Goal 1:		
Steps	Actions	Due date

<b>Goal 2:</b>		
<b>Steps</b>	<b>Actions</b>	<b>Due date</b>

<b>Goal 3:</b>		
<b>Steps</b>	<b>Actions</b>	<b>Due date</b>

Name: \_\_\_\_\_

Date: \_\_\_\_\_