**Clear Impact Development Plan Template**

Please read this link on *Essential Elements of an Effective Development Plan*:

<http://clear-impact.com/news-post/essential-elements-of-an-effective-development-plan/>

**Name** Click or tap here to enter text.

**Date** Click or tap here to enter text.

**Current Reality**

* Strengths Click or tap here to enter text.
* Challenges (including strengths over-used) Click or tap here to enter text.

**Desired Outcome**

* Do you have an overall vision for you as a leader? Click or tap here to enter text.
* What would you like to say about yourself as a leader, a year from now, that you can’t fully say today? Click or tap here to enter text.
* How will you recognize that? What will be different? Click or tap here to enter text.
* For each leadership goal, what will be the value of the change? How will it serve you? Your organization? Your employees? Your customers? Other stakeholders? Click or tap here to enter text.

**Reflection Plan**

* How will you regularly build reflection into your work life? Click or tap here to enter text.
* What are the one or two highest-leverage factors you will reflect on, on a daily basis, to best build your leadership capacity? Click or tap here to enter text.
* How will you regularly build in perspective taking and seeking? Click or tap here to enter text.
* How will you ensure frequent cycles of Goal-Plan-Action-Reflection? Click or tap here to enter text.
* Are there one or two polarities that would be most useful to reflect on? Click or tap here to enter text.
* How will you track your practice of reflection? Click or tap here to enter text.

**Action Plan (in addition to regular reflection)**

* What other actions do you think might be helpful (models to explore, courses, books to read, stakeholders to engage with, activities, etc.)? Recognize that none of these tend to have lasting value unless integrated with a plan for integration including reflection. Click or tap here to enter text.
* How will you ensure that people who report to you are also engaged in reflection, including perspective taking and seeking, and are working more as an interdependent collective? What you model and pay attention to will drive what they do. Click or tap here to enter text.

**Mind/Body/Spirit**

Would commitments in any of these areas support your overall capacity building, and/or sense of health and well-being?

* Physical (e.g. exercise, nutrition, rest) Click or tap here to enter text.
* Mental (e.g. interests to pursue) Click or tap here to enter text.
* Emotional (e.g. stress reduction practices) Click or tap here to enter text.
* Spiritual (e.g. meditation, mindfulness) Click or tap here to enter text.
* Relationship (e.g. strengthening support systems) Click or tap here to enter text.

**Contextual**

* What in your context (people, processes, etc.) does or can support you in your development? How can you build on that more? “Buddying” with one or more other leaders is one strategy that is often effective. Publicly declaring your intentions is another. Click or tap here to enter text.
* What in your context (people, processes, etc.) will or might distract or interfere in your development? Which of those are under your control, under your influence, or out of your control? What steps can you take to mitigate them? Click or tap here to enter text.

**Measuring Progress**

* How will you measure ongoing progress? Having steering points? Gathering ongoing information from key stakeholders is one of the strongest ways. Click or tap here to enter text.

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