

## **Personal/Professional Development [A Simple Checklist]**

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- 1. Meet with former co-workers on a monthly basis.** This will keep you tapped into your community
- 2. Have one major learning experience each quarter.** If your work isn't giving you the necessary challenges, seek out other opportunities. Volunteer for a non-profit, attend a conference, or take a class
- 3. Give yourself a performance review.** Be honest with yourself about your strengths and weaknesses and what you should focus on in the coming year.
- 4. Recognize and evaluate how you are you spending your time.** Are you spending your time increasing your talent or increasing your character?
- 5. Do you fully understand that no one is capable or even willing to value your time more than you?** Time is the single most valuable resource there is. Don't waste it!
- 6. Can you rearrange your day so that you can become more productive?**
- 7. In what way[s] did you add value to yourself today?**
- 8. Are you courageous enough to take full responsibility for everything you think, feel and do?**
- 9. What are you doing in the short-term and the long-term to strengthen your personal character and/or professional credibility?**
- 10. How many of the demands on your time can be reduced if you put some energy into prioritizing, organizing and streamlining the routines that are frittering away your attention?** How many convenient tasks are you completing to give you the illusion that you are actually accomplishing something that is worthwhile?
- 11. Do you have business cards?** To how many people did you give your business cards today? Regardless of the status of your employment, it is critical to have business cards if your want to be seen of as a 'professional'. If you don't have any business cards, it is critical that you get some printed. Your Business cards should have the following information: your name, your contact information. N.B. Sway away from having your home address printed on the cards for safety reasons. You only need ONE phone number and an e-mail address that incorporates your actual name rather than one that is meant for informal chats or interactions on the Internet], and

the job title of the position you are seeking. **N.B.: If you don't see yourself holding that position, how can any future employer?**

**12. Are you aware that you are likely to get your goals accomplished faster if you wake up one hour earlier every day?**

**13. What are you doing *right now* that is consistent with your goal[s] that you have identified for yourself?**

**14. What are the top three activities that fill your time and make you feel as though you've been productive?**

**15. What behaviours are preventing you from making progress towards becoming the best version of yourself?**

**16. What activities in your life consume your time and yet do little or nothing to contribute to your quality of life?**

**17. Is what you're doing right now the best use of your time?** What is the one thing you could do *right now* that will have the most impact on your success in the upcoming year?

**18. What did you do today that you should do less of tomorrow?**

**19. What did you do today that you should do more of tomorrow?**

**20. What did you accomplish today?**

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