

My Career Development Commitment

Read the instructions and fill out the chart.

Be SMART — Specific — Measurable — Agreed Upon — Realistically High — Time Bound

Development Commitment	Learning Action	Progress Indicators
<p><i>New behavior or skill that I commit to develop</i></p> <p>1.</p>	<p><i>Learning activities that will develop this skill or modify this behavior...</i></p> <p>1.</p> <p>2.</p> <p>3.</p>	<p>I will know I have created new behaviors or skills when</p> <p>1.</p> <p>2.</p> <p>3.</p>
Learning Resources	Learning Network	Progress Milestones
<p>Internal: <i>Company resources that I will use to develop this skill or modify this behavior</i></p> <p>Feedback Schedule</p> <p>External: <i>Community resources that I will use to develop this skill or change this behavior</i></p> <p>Feedback Schedule</p>	<p>Internal: <i>Individuals inside the company that will guide /coach my development:</i></p> <p>Feedback Schedule</p> <p>External: <i>Individuals outside the company that will guide my development</i></p> <p>Feedback Schedule</p>	<p>New Behavior-Results:</p> <p>Target Date:</p> <p>Actual Date:</p> <p>Progress Milestone:</p> <p>One week:</p> <p>One month:</p> <p>Three months:</p>

Development Commitment Planning Sheet

Use these SMART questions to review your development commitments.

Are your commitments SPECIFIC?	<ul style="list-style-type: none">? Performance goals need to relate directly to the company/team needs and linked to a particular deliverable.? Development goals need to relate directly to a career need linked to a short-term performance goal or to a long-term (one year) career plan.
Are your commitments MEASURABLE?	<ul style="list-style-type: none">? Your commitment goal needs to include metrics for measuring the quality/quantity of the progress indicator.
Do you and your manager/coach AGREE UPON the Achievable Progress Indicators?	<ul style="list-style-type: none">? Commitment goals need to be developed and agreed upon with your manager/coach.? Limit performance goals to four or five prioritized objectives to ensure the project/task will make a difference to the team, company, or department.? Limit career development goals to one to three per year prioritized objectives. This will ensure focus on career goals that will enhance one's employability and life balance.
Are your Progress Indicators REALISTICALLY HIGH?	<ul style="list-style-type: none">? You need to set challenging but not impossible-to-achieve Progress Indicators (goals). Be sure that you discuss what it will take to complete the learning plan so that you and your manager's/coach's expectations are realistic.
Is your Commitment plan TIMEBOUND?	<ul style="list-style-type: none">? Performance Progress milestones should be accomplished within a described time in a planning year.? Career Development goals are typically accomplished in one to three years.? Use milestone indicators to evaluate long-term career development goals targeted for a future year(s).

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