

# 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><b>Internal:</b> <i>Company resources that I will use to develop this skill or modify this behavior</i></p> <p><b>Feedback Schedule</b></p> <p><b>External:</b> <i>Community resources that I will use to develop this skill or change this behavior</i></p> <p><b>Feedback Schedule</b></p>	<p><b>Internal:</b> <i>Individuals inside the company that will guide /coach my development:</i></p> <p><b>Feedback Schedule</b></p> <p><b>External:</b> <i>Individuals outside the company that will guide my development</i></p> <p><b>Feedback Schedule</b></p>	<p><b>New Behavior-Results:</b></p> <p>Target Date:</p> <p>Actual Date:</p> <p><b>Progress Milestone:</b></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.

<p><b>Are your commitments SPECIFIC?</b></p>	<ul style="list-style-type: none"> <li>▶ Performance goals need to relate directly to the company/team needs and linked to a particular deliverable.</li> <li>▶ 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.</li> </ul>
<p><b>Are your commitments MEASURABLE?</b></p>	<ul style="list-style-type: none"> <li>▶ Your commitment goal needs to include metrics for measuring the quality/quantity of the progress indicator.</li> </ul>
<p><b>Do you and your manager/coach AGREE UPON the Achievable Progress Indicators?</b></p>	<ul style="list-style-type: none"> <li>▶ Commitment goals need to be developed and agreed upon with your manager/coach.</li> <li>▶ Limit performance goals to four or five prioritized objectives to ensure the project/task will make a difference to the team, company, or department.</li> <li>▶ 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.</li> </ul>
<p><b>Are your Progress Indicators REALISTICALLY HIGH?</b></p>	<ul style="list-style-type: none"> <li>▶ 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.</li> </ul>
<p><b>Is your Commitment plan TIMEBOUND?</b></p>	<ul style="list-style-type: none"> <li>▶ Performance Progress milestones should be accomplished within a described time in a planning year.</li> <li>▶ Career Development goals are typically accomplished in one to three years.</li> <li>▶ Use milestone indicators to evaluate long-term career development goals targeted for a future year(s).</li> </ul>

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