Your Individual Development Plan: Setting Smart Goals and Developing Mentoring

Alison K. Hall, PhD
Associate Dean for Research Workforce Development
After completing the initial parts of the IDP, you likely have some goals in mind, or gaps to be filled. You need a plan and a roadmap—Goals & Tasks.

Break long-term goals:
- into several short-term goals
- assign a deadline
- come up with related tasks

Ask yourself: Are they SMART goals?
SMART Goals

**Specific**  Do I know what has to happen?
**Measurable**  Will I know if I’ve completed the task?
**Achievable**  Is it realistic or do-able?
**Result-oriented**  Will it move me toward my goal?
**Time-limited**  Does it have a due date?
Long-Term Goal
To find a faculty position at a liberal arts college
Deadline: August 2017

Short-Term Goals
A. Network with faculty at primarily undergraduate institutions.
B. Strengthen teaching skills and experience.
C. Build teaching portfolio.
D. Find funding for undergraduate-friendly research.

Tasks and Deadlines
A.1. Email three faculty at local colleges and suggest meeting for coffee on their campuses (June 15).
B.1. Contact chair of science department at local college and volunteer to serve as guest lecturer (August 15).
C.1. Attend course on assembling a teaching portfolio at a Center for Teaching and Learning (Sept. 9).
D.1. Create automated email alerts for grants funding undergraduate research using the Pivot grants database (Sept. 30).
Short Term Goals

Some combination of these will constitute your IDP

• Career Advancement
• Skills Development
• Research Project Goals

✓ Make sure your goals are not biased to urgent projects
✓ Merge into one timeline and evaluate feasibility
✓ Think about how to break monthly goals into daily subtasks
✓ Revise as you move forward and evaluate why--learn
“I want to build my professional network...”

Specific
Measurable
Achievable
Result-oriented
Time-limited
Career Advancement Goal

“\textit{I want to build my professional network...}”

- Attend one professional event each month
- Talk with two people at each event
- Present a poster at my conference
- Talk to alumni in this area
- Do 3 informational interviews
“I want to be a better speaker...”

Specific
Measurable
Achievable
Result-oriented
Time-limited
“I want to be a better speaker...”

- Attend workshop on effective talks
- Practice talk at the student seminar
- Join the local Toastmasters group
- Ask for feedback from a peer
- Give the talk at the retreat
“I need to finish writing that manuscript...”

Specific
Measurable
Achievable
Result-oriented
Time-limited
“I need to finish writing that manuscript...”

- Write first draft of each section
- Design 4 figures
- Write figure legends
- Read the journal instructions
- Update references in Endnote
1. Get training
2. Practice
3. Get feedback
Writing down and discussing your goals makes them real
• Research mentors
• Career experts
• Peers
• Post your goals

Share your goal, meet to show progress toward goal

Be accountable: To Them. To Yourself
If there are difficult conversations

Before
- Prepare
- Gather documents
- Talk before acting
- Know implication
- Be direct

During
- Introduce conversation
- Describe what and why
- State impact
- Ask for feedback
- Suggest or request
- Say thank you

After
- Re-cap conversation
- Identify action points
- Look into reasons
- Find answers
- Schedule a follow up

School of Medicine & Health Sciences
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Discuss with career advisors/counselors/mentors/coaches
print out self assessment summaries, career path matches

Ask research advisors to get involved
includes research goal-setting

Clarify expectations
Improve communications

Form peer mentoring groups

Connect with alumni, professional society resources