**Individual Development Plan**

**Date:**

**Mentor Name:**

**Mentee Name:**

**Time allocation as estimated by Mentee:**  
\_\_\_\_\_% Teaching/training/providing mentoring  
\_\_\_\_\_% Research  
\_\_\_\_\_% Patient Care  
\_\_\_\_\_% Administration  
\_\_\_\_\_% Creative Professional Activity

**How (if at all) would you like to change this time distribution? Consider your 5 lists.**

1. Things you’re doing now that you want to quit.
2. Things you’ve just been asked to do that you want to refuse to do.
3. Things that you’re doing that you want to continue.
4. Things that you’re not doing that you want to start.
5. Strategies for improving the balance within the above 4 categories.

**Academic Appointment**

Do you understand the expectations for your career advancement within the University?

\_\_\_Yes

\_\_\_No

**Explain:**

**Current Professional Responsibilities:**  
List your major professional responsibilities and if you anticipate significant changes in the coming year.

1.

2.

3.

4.

5.

**Future Professional Goals**

**Short Term Goals**

List your professional goals for the coming year. Be as specific as possible, and indicate how you will assess if the goal was accomplished (expected outcome)

1. Goal:  
   Expected outcome:
2. Goal:  
   Expected outcome:
3. Goal:  
   Expected outcome:

**Long Term Goals**

List your professional goals for the next 3 to 5 years. Again, be specific, and indicate how you will assess if the goal was accomplished.

1. Goal:  
   Expected outcome:
2. Goal:  
   Expected outcome:
3. Goal:  
   Expected outcome: