

Remote personal development template

Even with social distancing mandates in place, you can still work toward your personal and professional goals. Use this template to brainstorm all the possibilities for growth—then prioritize a handful to focus on.

Business skills

Things may not be “business as usual right now,” but it’s a great time to brush up on the business.

- What company product or service do you need more background knowledge of?
- What functions of the company do you have less knowledge about?
- Are there any upcoming key initiatives you could raise your hand to be a part of?

Career goals

Start by crafting a statement of your 5-year goal, and then answer the following questions.

- Based on where you are today and where you want to be in five years, what roles do you think you need to hold to gain experience?
- Are there free online certifications or courses that would help?
- Which virtual conferences or workshops should you attend?
- Are there online meet-ups or local associations you could join to start building a network and connecting with others in that role?
- Who are the internal/external mentors who could help you grow?
- How can you stay current on what’s going on in the industry (books, blog posts, podcasts, etc.)?

Behaviors

Having self-awareness is an essential leadership skill—in and out of the office.

- Rate yourself on a scale of 1-5 for each of your company’s core values (1 is Needs Work and 5 is Crushing It). List any item that’s lower than 4 and describe what you need to improve.
- Based on your natural behaviors, what do you think you need to work on to be at your best and provide the most value to the company?
- What behaviors should you be more aware of in a remote work environment—or what might amplify under stress and pressure?

Role

Always take a step back for reflection. It allows you to be realistic about your current progress and what you can improve upon.

- List your core responsibilities and rate yourself on a scale of 1-5 (1 is Needs Work and 5 is Crushing It). List any item that’s lower than 4 and describe what you need to improve.
- Are you taking advantage of free or low-cost online certifications or courses to close knowledge gaps or increase efficiency in your role?

Personal

You're more than your job! Spend some time thinking about how you could reach your personal goals (finances, health, relationships, fun).

- What goals do you have (save money, earn an advanced degree, learn to play an instrument)?
- What activities will increase your quality of life (join an online book club, meditate, reconnect with a friend or family member)?

What to do after you've answered the above questions

- Select at least one item from each section that you would like to tackle in the upcoming calendar year.
- Share with your manager and write SMART goals (specific, measurable, attainable, relevant, time-based).
- Meet with your manager monthly to review, track progress, add action items, adjust ... and watch your greatest dreams come true!