

The 5 P's Professional Development Worksheet

A free companion to "How to Create a Professional Development Plan" — PersonaGuru.in

Use this worksheet to rate where you currently stand on each of the 5 P's, then turn your lowest-scoring area into a SMART goal and a simple action plan. Revisit it every 3 to 6 months.

Name: _____

Date: _____

Step 1: Rate Yourself on the 5 P's

Circle or mark a score from 1 (needs work) to 5 (strong) for each area.

The 5 P's	What It Covers	1	2	3	4	5
Purpose	Knowing your "why" behind your career choices					
Personal Brand	What you are known for and the value you bring					
People	The relationships and network you build at work					
Performance	How well you deliver, at work and in life					
Plan	The concrete steps that turn goals into action					

Lowest-scoring area (this is your focus for the next 30 days): _____

Step 2: Turn It Into a SMART Goal

Write one specific, measurable, achievable, relevant, and time-bound goal for the area you scored lowest.

Specific — what exactly will you do? _____

Measurable — how will you know it worked? _____

Achievable — is this realistic right now? _____

Relevant — how does this connect to your career goal? _____

Time-bound — what is your deadline? _____

Step 3: Build Your 30-Day Action Plan

Break your SMART goal into four weekly actions.

Week	Action	Done
Week 1	_____	
Week 2	_____	
Week 3	_____	
Week 4	_____	

Step 4: Set Your Next Review Date

Career goals shift. Put a date on your calendar 3 to 6 months from today to revisit this worksheet and re-rate your 5 P's.

Next review date: _____