



A guide to writing your

Professional Development Goals

Begin With Questions

We want you to feel fulfilled and supported in your work. The best way for Pierce College to be sure that your PDP helps you meet your personal work goals is to ask your supervisor what goals they have for the department and how those goals help Pierce College achieve our mission and strategic plan. Start your PDP process by talking to your supervisor about their annual goals for the department.



Self Assessment

Define What You Want

Once you know what your supervisor envisions for the next year, you can think about what you want to achieve at work in the next year. We hope that the process of writing and reviewing a PDP is a way to match your values, strengths, and skills to your work and professional learning goals. To do that, you'll need to do a little self-assessment. Here are some questions you can ask yourself.

- What do I enjoy doing at work? Why?
- What kinds of tasks do I do when I'm having a really good day?
- What skills do I need to develop to achieve my long-term career goals?
- What accomplishments am I most proud of, and why?
- What new challenges do I want to take on?
- What steps can I take to improve my work-life balance?
- What feedback have I received from others, and how can I use it to improve?
- What areas of my personal or professional life do I want to focus on in the next year?
- How can I hold myself accountable for achieving my goals?

Consider Your Job Duties

After examining your values, strengths, and skills, consider your current work responsibilities and departmental needs. The goals you write into your PDP need to be realistic and contribute to your department. Remember, you and your supervisor should agree on your goals so that you can access institutional resources to help you achieve your professional learning goals. Here are some ways that you can reflect on your current responsibilities.

- Access your current job description and read the responsibilities listed there carefully.
- Consider what you do during your work day and make a list of tasks you perform regularly.
- Ask for any assessment tools that your department uses to measure the effectiveness of your work.
- Scan your work calendar from the past year to review the types of meetings and events you were a part of.
- Have a conversation with a coworker to discuss how you prioritize tasks. Take notes.

Make Lists

Once you've identified what you value and want out of your professional work as well as your current responsibilities, you can make lists of each and then compare your lists. The following table might be helpful in organizing your thoughts. You could have several entries in the table, but the point is to see where your values match what you are already responsible for, and then define what could improve your sense of satisfaction in the work you are responsible for. We've provided this table as a sample.

I value...	I'm responsible for...	I want...
Explaining new processes to people.	Onboarding new employees for the college.	A more comprehensive onboarding process for new employees.
Being able to spend social time with colleagues who have similar challenges because of their identities.	Attending weekly department meetings.	Time to communicate my unique identity and learn about the identities of my coworkers.
My personal health.	Spending a lot of time at my desk and computer.	To get away from my desk for at least ten minutes every two hours.

Once you've made and organized your list, you can prioritize the "I want" column by circling 3-5 things that you think are most important for you and your department. Try to circle at least one

"want" related to your personal wellness.



Turning Wants into Goals

Your PDP should include between 3–5 goals. We think it is best if you have at least one goal related to your personal wellness, but be sure to tie that wellness goal to your work and responsibilities. Here is a process for converting your wants into goals.

Add an Outcome

Turn your want into something you can achieve by adding an "in order to" to the end of the want.

- I want to get away from my desk for at least ten minutes every two hours in order to be more active for my wellness.

Connect to Mission

It's important to connect your goals, even those related to wellness, to the institutional mission. Think of how your want contributes to our institutional mission fulfillment.

- I want to get away from my desk for at least ten minutes every two hours in order to be more active for my wellness and connect with and honor the personal identities of my colleagues and/or participate in college events to honor our diverse community of learners.

Be Accountable

How will you know if you've met your goal? Think about benchmarks and ways that you might measure your success in meeting your goal. You might think of converting your goal into SMART (specific, measurable, achievable, relevant, and time-bound) language.

- Accountability: I'll keep a post-it note on my desk weekly and make a hashmark for every time I leave my desk to talk to a coworker in person or attend a college event.