**Individual Opportunity Plan**

**Faculty Name: Date:**

**STEP 1. Setting Your Career Mission**

What do you want to achieve? Where do you want to go? How do you want to make a difference?

**My career mission statement** *(be succinct)***:**

**STEP 2. Self-Assessment: Personal SWOT Analysis**

**My Strengths:**

What **skills** do you do well? What are the **strengths** in your knowledge base? What positive **behaviors** or **attributes** do you exhibit? *(Highlight strengths that are relevant to your mission statement)*

1.

2.

3.

4.

5.

**My Weaknesses:**

What **skills**, **behaviors** or **attributes** do you wish to acquire or improve? What are the gaps in your **knowledge**? What **resources** or **connections** are you missing? *(Highlight weaknesses that are relevant to your mission statement)*

1.

2.

3.

4.

5.

**Opportunities:**

Where is the **growth** opportunity for you? What is **changing** in your field? What **funding** opportunities are available? What are the **gaps in knowledge**? Look for opportunities, openings, changes in your department, lab, school, community, nationally…

1.

2.

3.

4.

5.

**Threats:**

What **threats** (**barriers**, **obstacles**) are present or predicted in your department, the school or the external world that might hinder you accomplishing your mission? *What are the* ***political*** *minefields?* *Changes in* ***funding****?*

1.

2.

3.

4.

5.

**STEP 3. Planning Your Career**

How will you achieve your career mission? What are your goals and immediate objectives?

**My career goals for the next 3–5 years:***(In order of priority. Indicate when you expect to complete the goal.)*

1.

2.

3.

4.

**Objectives for the next year (2014–15):**

*Write an objective for a goal that you plan to advance in the next year.  
Use the S.M.A.R.T. approach to write your objectives.  
(Duplicate this page for each of your objectives.)*

**Goal:**

**Objective:**

*What personal* ***strengths*** *does this objective build on?*

*What personal* ***weaknesses*** *are addressed by this objective?*

*What* ***opportunities*** *will you exploit to achieve this goal?*

*How will you address* ***threats*** *to achieving this goal?*

*What* ***resources*** *do you need to achieve this objective:  
time, money, space, expertise (mentoring), personnel, equipment, materials?*