

# Apex Career Development Plan (ACDP)

**Name**

Profession

Job Title:

Coach: xxx

## MY VISION - WHAT DO I ENVISION FOR MY LIFE?

"The Apex Life" is described as an example below.

1. Doing what I love
2. With people I love & respect
3. While making a big impact with purpose
4. Be rewarded financially for my work or have a plan in place to reach my desired income to fuel my personal & professional dreams & plans
5. And still have time for other passions

How would I describe my ideal vision for my life?

### Why I do What I do?

Find out here: <https://apex-social.org/color-code/>

## MY VALUES

1. **What are my values?** [Download this worksheet](#) to identify your values easily

1. Xx
  2. Xx
  3. X
  4. Xx
  5. xx

2. What lights me up? What activity gives me energy?

1. Activity 1, why?
2. Activity 2, why?

3. What challenges me? What activity robs me if my energy?

1. Activity 1, why?
2. Activity 2, why?

## MY "JOB JOY"

I own my Job Joy. I reviewed the [Delegate & Elevate Activity](#).

I identified what activities I enjoy and what I am good at. Also identified what is not enjoyable to me. No judgment - just becoming aware of what gives me joy and what not so much.

<p><b>I Love it and I am great at</b></p> <ol style="list-style-type: none"> <li>1. Activity 1 (time spend)</li> <li>2. Activity 2</li> <li>3. Xxx</li> <li>4. Xxx</li> </ol> <p>1= Love Most</p>	<p><b>I Like it and I am good at it</b> (not great yet but would love to develop more in these areas)</p> <ol style="list-style-type: none"> <li>1. Activity 1 - (time spend)</li> <li>2. Activity 2</li> <li>3. Xxx</li> <li>4. XXx</li> </ol>
<p><b>Don't Like it but I am good at it</b> (I do it but it's not my passion)</p> <ol style="list-style-type: none"> <li>1. Activity 1</li> <li>2. Activity 2</li> <li>3. Xxx</li> <li>4. Xxx</li> </ol> <p>1= dislike the strongest</p>	<p><b>Don't Like it and I am not good at it</b> (First area to delegate to others or a list for a new co-worker that the company should hire so I have more time for the top two quadrants)</p> <ol style="list-style-type: none"> <li>1. Activity 1</li> <li>2. Activity 2</li> <li>3. Xxx</li> <li>4. Xxx</li> </ol> <p>1= dislike the strongest</p>

1. **Activities in Quadrant 1 - "Love/Great"** activities are those that you've mastered and that you love doing — they give you energy and a sense of fulfillment.
2. **Activities in Quadrant 2 — "Like/Good"** activities are those that you can do with minimal effort and that give you enjoyment and satisfaction.
3. **Activities in in Quadrant 3 — "Don't Like/Good"** activities are those that you are good at doing — you have learned to do them well through repetition and necessity, but they don't give you real satisfaction or a sense of fulfillment.
4. **Activities in Quadrant 4 — "Don't Like/Not Good"** activities are most likely outside your area of expertise that leave you feeling inadequate and frustrated.

**3 & 4 are the activities for another role / person's job description. There is someone out there who loves doing these things.**

**Do you feel like you are exercising your strengths in your current role? (Give samples)**

**Do you have the opportunity to challenge yourself at work? (Give samples)**

**What would you like to do more of?**

**What skills do you have that you believe we could use more effectively?**

**How satisfied am I in my current role?**

- very dissatisfied
- dissatisfied
- satisfied
- very satisfied

**What would increase my satisfaction even more?**

**What can we do to make your job more enjoyable and rewarding?**

**Who can help you to grow professionally? What can they do to support you?**

## REFLECTION

**What accomplishments this past quarter am I most proud of?**

**Where do I feel I may have fallen short? How will I do those things differently in the future?**

**What are my Quarterly Rocks and am I on track to achieve them?**

*(100% is great; 80% is very good)*

**Who can help me with my rocks?**

## GOAL SETTING

### FUTURE PLANNING - CREATING MY OWN VT/O (Vision Traction Organizer)

This relates to your professional career but you are free to add some personal perspective as well if you would like.

1. Where do you see yourself in 10 years? What goals do you have?

2. Where do you see yourself in 3 years? What goals do you have?

3. What are my goals for the next 1 year? What would you need to do in the next year to get closer to those goals?

4. What are my goals for the next 90 days? What are 2-3 things you will focus on in the next 90 days to help you grow and develop?

5. What core competencies and skills do I need to develop in order to accomplish my goals?

## STRATEGIES & RESOURCES

1. These are the strategies that will help me accomplish my professional development goals:
  - a.
2. These are the resources I need to accomplish my goals:
  - a.

## ACTION PLANNING

**SMART Goals** <https://www.eosworldwide.com/blog/tips-writing-smart-rocks>

These are the things I need to do in the next **90 days** to reach my SMART goals:

These are the things I need to do in the next **30 days** to reach my SMART goals: