

FIVE STEPS TO
Track Your
**PERSONAL AND
PROFESSIONAL**
GOALS

and Take Control of Your Future



Donna Wray

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Introduction

Thanks for taking the time to read this e-book. I am sharing with you the tool and process I used to track and record my personal and professional goals and achievements. This has been especially beneficial to me when I was at a career crossroad, updating my CV or preparing for an interview. This process helped me to reflect on what I had achieved in the past and decide where I want to be in the future.

The process is not set in stone, however it's about keeping a record of all your goals achieved in the past, current and future. Think about where you want to be, what you want to do, and start planning how to get there.

By reading this e-book you will discover:

1. How to record your past goals and achievements
2. How to record your current and future goals
3. What you can record for your personal and professional activities
4. To create future goals
5. What are the benefits

What is a Personal & Professional Tracker (PPT)?

A PPT is a record of your learning activities, achievements and goals, which can be formal or informal used to record your achievement, goal and areas for development.

Why should you keep a PPT?

Having a PPT will enable you to take ownership and responsibility of your progression, goals and achievements. You can basically add any activity that broadens your knowledge and understanding relating to a variety of topics for example:

- Voluntary/Charity work – when you have given your time to support, voluntary/charitable organisations where you enhanced your know-how and learning.
- Organising Social events – your involvement in organising social or sports events, you have the opportunity to develop your organisational and communication skills
- Providing assistance to family members – with career or job advice, writing letters and filling in forms.
- Travelling – an opportunity to learn about, planning, budgeting, working with and understanding people.
- Public duties – your participation in community and school projects.
- Reading a book – learning a new language or skill
- Self-teaching DVD's and CD-ROM – for personal and professional interest
- Attending an exhibitions linked to personal or professional interest
- Self-development courses – that you can use to improve your personal or professional interest.
- Learning through on the job activities
- Attendance to courses, seminars and conferences

What are the benefits?

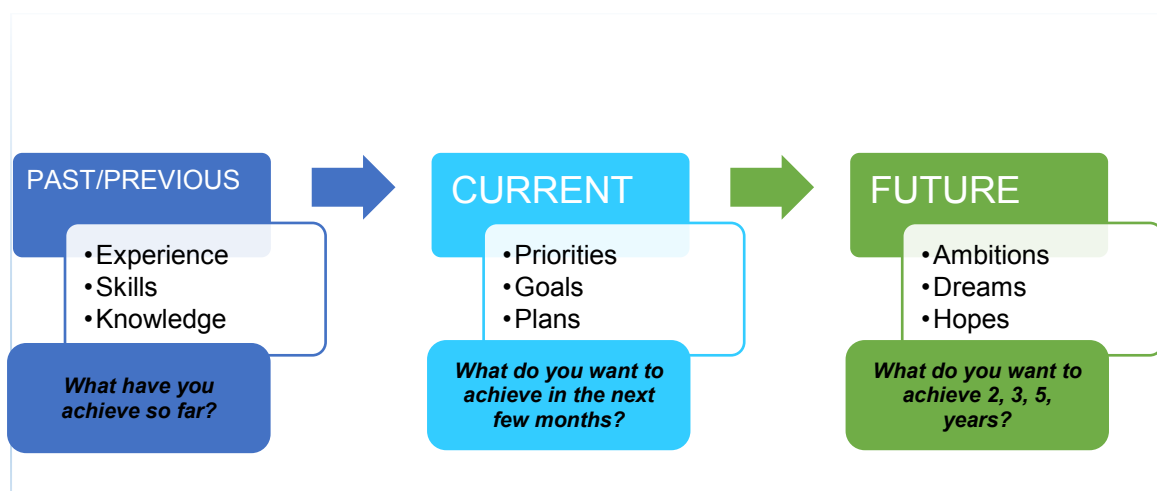
Some of the benefits for keeping a PPT are:

- You can use it as learning evidence if you are a member of a Professional Body (e.g.CIPD, ACCA, CIMA etc.)
- To demonstrate value in your work
- To reflect on what you have completed or achieved
- Use the information to populate your annual appraisal/performance review
- To aid promotion and update your CV
- To help prepare for interviews
- To build your confidence and credibility
- To help you manage the link between theory and practical
- It is yours to manage and take with you wherever your career takes you
- To help with performance discussions with your employer
- To remind you what you have learnt or achieved

Step 1 - Get started

Reflect on the past and plan for the future, use SMART (specific, measurable, achievable, realistic and timely) to set your personal and professional goals.

- **S**pecific – Simple, Clear, and concise. To make your objective specific you should be able to answer using, Where? What? When?
- **M**easurable – Quantifiable, How much? How will you know?
- **A**ccessible – What you can do. Is it possible?
- **R**ealistic – Is it consistent and in-line with what you want to do? Adaptable to your environment.
- **T**imely – Deadline, by when? Are there any review dates?



Step 2 – Reflect

Reflect on your past learning and achievements you experienced, in your personal and professional life in previous years. Then add activities from previous years that were key achievements check previous appraisal/performance reviews, CV's, course certificates or use the questions below to jog your memory.

1. What are the most important things you learnt and achieved in previous years?

Learnt?	Achieved?

2. How did you learn and achieved them?

3. What influence did it have in your personal or professional life?

Step 3 – Present & Future

Now you have reflected on your past activities it's time to start looking at the present and future Learning and Achievements activities. What was your New Year Resolution?

1. Identify your goals. List three main personal and professional goals

2. How will you achieve them?

3. What does success look like? How will you know you have achieved this goals?
Consider the change that you are looking to take place.

Step 4 – Create to your personal & professional tracker

Use the tracker to keep a record your goals, achievement and development activities.

Personal & Professional Tracker (PPT) Log your goals, learning and achievement activities.					
Name:					
Covering Period From :			To:		
Type of goal circle one	What are your goals?	How will you achieve them? What method?	How will you know when you have achieved them?	When do you plan to achieve your goals by?	How will you use this?
Personal Professional					
Personal Professional					
Personal Professional					
Personal Professional					
Personal Professional					

Step 5 – Commit and Continue

Commit to YOU and CONTINUE to repeat this process each year to track your goals and achievements for your past, present and future. I am recommending you do continuously to keep track of your career future:

- Put some time aside at least once per month to collate and reflect all your achievements and goals.
- Get yourself a folder to keep all your achievements and goals (folder can be electronic or paper), section into 12 parts, to represent the 12 month in each year.
- Add your goals and or achievement received into the relevant folder each month with any notes or thoughts as a summary.
- If you receive any verbal feedback ask for them in writing, feedback can be for a job well done or areas for development. Don't be afraid to ask for an explanation if the feedback is not clear.

Remember this is your future,

If you BELIEVE it, you can ACHIEVE it!!

How may I help you?

If you found this e-book helpful and would like to find out how we can work together to refine your personal and professional goals, then take the bonus step and [click here](#) to schedule a 30 minute complimentary Get Acquainted Call.

About Donna Wray

Donna Wray is the Founder and CEO of D Wray Consulting Ltd. D Wray Consulting can coach individuals who want to enhance their skills and strengths so they can confidently work towards accomplishing their personal and professional goals.

Donna has over 10 years' experience of working in HR including experience in the corporate sector for IT and telecommunications specialist organisation SITA, whose provide solutions for the air transport industry covering 130+ countries.

Donna's experiences have given her the know-how to create, deliver and source programmes to support individuals at all levels with their Performance & Development, Career Coaching, Further Education & Management Programmes.

Donna has created and managed a virtual induction programme for a global organisation that supported the organisations talent joining them. This was in parallel to raising cultural awareness that helped all staff to be aware of how to support their colleagues and customers from different cultures.

Donna can coach individuals who need support who are changing careers, working towards a promotion, moving to a People Manager role, or even those seeking to go back to employment after a career break. With all this experience, Donna decided to pursue her aspiration to start her own company where she can use her skills and experiences to coach individuals to **BELIEVE** in themselves to **ACHIEVE** their personal or professional goals.

She is driven by her talent to understand each individual's interest, background, motivations, desires, fears and work style are unique to tailor their specific coaching and developing requirements.

Donna provides specialised bespoke personal and professional coaching and development needs for individuals and organisations. If you liked today's issue, you'll love the **bespoke programs** from D Wray Consulting to help you refine your personal and professional goals.

Take control of your goals – book a [Get Acquainted Call](#) to find out how Donna can help you!



“Changed my perspective and the way I looked at challenges”

Donna helped me to look at potential stumbling blocks and areas of concern, and taught me how to turn these areas of personal concern into opportunities for learning and development. This helped me to change my perspective and changed the way I looked at challenges at work. Seeing the issues/problems from a different angle recognizing areas for improvement and working on an individual career action plan to not only develop but also allowed me to continually monitor my progress.

Donna supported me in showing me the tools that are there to help me in my career progression and was always there as an “ear” a listener which enabled me to seek expert opinion and advice.

Applying her interpersonal skills I have seen Donna taking the time to help others and provide invaluable feedback and coaching/mentoring time. For example, where others stop at the interview and the day job/responsibility, e.g. Donna goes the extra mile and provides constructive feedback to interview applicants so that they can strengthen in areas where they may have fallen short.

Rodney Jack, Senior Sourcing Specialist

“Donna’s confidence building tools helped me achieve my objectives”

I required Donna's support and coaching for a number of reasons, mainly on confidence building as my day to day job was primarily being the first point of contact and a large percentage of my time was meeting with new colleagues and suppliers. Donna's support helped me to become more confident in day to day dealings at work as well as in my personal life. I feel more open and confident in approaching any problem or obstacles placed in front of me.

Donna helped me build on day to day skills on confidence. Exposure to different people and situations as well, which encouraged me to approach anyone with anything. Having certain objectives set in the workplace, Donna's coaching blended in with confidence building tools which helped me to achieve these by completing tasks one by one and having time aside for reflection as well. The skills learnt in my coaching sessions have truly been an element of my life I will utilise always.

Donna has her own style of approaching and talking to people and whether it is talking to colleagues by encouraging them or to family and friends. Her tone and patience with others I find is key in understanding them, not just helping them out in problem situations but praising them, giving them confidence and the belief that they are competent individuals.

Kavita Naran, Learning and Development Coordinator

“Trustworthy and Professional”

I remember meeting with Donna as our previous organisation's Talent & Organisational Capability Consultant”. During the training sessions she came across as a professional who understood the business and its intricacies well. Her personable, affectionate yet professional attitude helped break the ice among the participants and turned the session into an interactive and enjoyable experience.

I find her trustworthy and someone who could help one understand and prioritise their professional/personal goals without making them lose focus from the end game. I would definitely recommend Donna as a personal / professional coach and wish her all the best in her endeavours.

Ambika Mitra, HCM Senior Consultant

“Successful Promotion”

Donna helped me tackle some major career setbacks and challenges! Her warm, professional and supportive approach coupled with her knowledge and expertise enabled me to focus on the end game and helped me to set clear objectives and realistic goals!

Via a variety of engaging methods and thought process techniques Donna gave me the confidence and self-belief to pursue and achieve the next chapter in my career. I honestly believe working with Donna has been instrumental in my recent promotion and step-up into Global Management!

I would have no hesitation in recommending and endorsing Donna as an excellent Career and Life Coach.

Jason Hope, Global Service Desk Manager