**Individual Opportunity Plan**

**Faculty Name: Date:**

**INSTRUCTIONS.** The Individual Opportunity Plan (IOP) is a tool to support development of a personal career plan. It can be used by all faculty, regardless of rank, and consists of three steps: setting your career mission, conducting a self-assessment, and planning your career.

The first step of the IOP is to define your career mission – the main direction of your professional career for the foreseeable future. In the second step of the IOP, you will conduct a SWOT Analysis to assess your personal strengths and weaknesses and the opportunities and threats in your environment. Translating your mission statement into specific actions is the third and final step of the IOP.

**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.

**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.

**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.

**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.

**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 (2016–2017):**

*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 objectives that are* ***S****pecific,* ***M****easurable,* ***A****chievable,* ***R****elevant, and* ***T****ime-limited. (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?*