Name: Date:

Supervisor/Mentor(s):

**How to use this template:**

1. First we recommend reviewing the companion Self-Study Questions which are intended to get you thinking about your activities and goals for this next year.
2. Armed with your notes from the Self-Study, complete the relevant parts of this template. Begin with your long- and short-term career goals. Then, for each of the subsequent sections, write down your next steps or S.M.A.R.T. action goals that will help you reach your overarching career goals. A S.M.A.R.T. goal is one that is: **S**pecific, **M**easureable, **A**ction-oriented, **R**ealistic, **T**ime-bound.
3. Be sure to adapt this template to suit your work and organizational style, including:
   1. Deleting any module that does not apply to you; and
   2. Adjusting or renaming any columns as needed.
4. For each set of activities, comment on any obstacles you see that could impact your ability to accomplish your goals for that section.
5. Include plans for the next year, at which time you should review your progress and update your plans for the subsequent year.

**LONG-TERM CAREER GOAL(S)**

*Thinking about your long-term career, where you see yourself in 10 years, even if you don’t know the specific job, write that goal here. Also include a secondary long-term goal if you have one.*

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**SHORT-TERM CAREER GOAL(S)**

*Now write down your short-term career goal, for example, your career steps in the next 1-3 years.*

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**SCHOLARSHIP PROJECT #1: title**

*For those in a more advanced stage of scholarship, consider a module for each project with current goals.*

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| **GOAL** | **COLLABORATOR(S)** | **NEXT STEP(S)** | **DATE** |
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**Obstacles:**

**CONFERENCES/PAPERS**

*List any conferences or meetings are you planning on attending this year, and goals for what you will present.*

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| **PROJECT** | **CONFERENCE** | **DATE** | **ACTION** | **STATUS** |
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**Obstacles:**

**PUBLICATIONS**

*List which publications you currently have underway, their status, and your timeline for publishing them.*

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| --- | --- | --- | --- |
| **PROJECT** | **JOURNAL/PUBLISHER** | **DATE** | **STATUS** |
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**Obstacles:**

**FUNDING PROPOSALS**

*List any funding or research proposals you plan to submit this year, including the deadlines and your timeline for submitting. Can combine with next module.*

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| **PROJECT** | **FUNDER** | **DUE DATE** | **STATUS** |
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**Obstacles:**

**HONORS & FELLOWSHIPS**

*List any awards or fellowship proposals you plan to submit this year, including the deadlines and your timeline for submitting. Can combine with previous module.*

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| **PROJECT** | **FUNDER** | **DUE DATE** | **STATUS** |
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**Obstacles:**

**TEACHING**

*List activities where you will teach students, including the time you plan to spend and the overall goal for working with those students*

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| **ACTIVITY** | **TIME COMMITMENT** | **GOAL(S)** |
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**Obstacles:**

**MENTORSHIP**

*List activities where you will mentor trainees, including the time you plan to spend and the overall goal for working with those trainees*

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| **ACTIVITY** | **TIME COMMITMENT** | **GOAL(S)** |
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**Obstacles:**

**CLINICAL CARE**

*List activities (Direct patient care, chart review, related clinical activities, clinical budget performance, development of new techniques, clinical programs, etc) where you plan to be involved*

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| --- | --- | --- | --- |
| **ACTIVITY** | **TIME COMMITMENT** | **RESOURCES/COLLABORATORS** | **GOAL(S)** |
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**Obstacles:**

**PROFESSIONAL & SKILL DEVELOPMENT**

*List activities for strengthening your professional development. Look for opportunities, for example, at Stony Brook, the local New York region like the New York Academies of Science, from your professional societies, resource online.*

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| **PROGRAM/SKILL** | **GOAL(S)** | **STRATEGY** | **TARGET DATE** |
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**Obstacles:**

**CAREER EXPLORATION & NETWORKING**

*List goals for expanding your career horizons and your professional network. This can include learning more about your chosen career or exploring new career paths.*

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| **CAREER** | **EVENTS/PROGRAMS** | **TARGET DATE** |
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**Obstacles:**

**PROFESSIONAL SERVICE**

*Describe professional service activities and what you hope to offer and gain from them.*

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| **ACTIVITY** | **TIME COMMITMENT** | **INTENDED OUTCOMES/GOALS** |
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**Obstacles:**

**COMMUNITY ENGAGEMENT**

*Describe community engagement activities (community engaged and/or participatory research, building relationships, presentations and workshops, implementation of interventions) and what you hope to offer and gain from them.*

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| **ACTIVITY** | **TIME COMMITMENT** | **INTENDED OUTCOMES/GOALS** |
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**Obstacles:**

**WORK-LIFE BALANCE**

*Write down here a couple goals for maintain your work-life balance, whether that’s sleeping, exercising, eating right, volunteering, whatever steps you want to take to maintain your life on your way to accomplishing your career goals.*

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| **ACTIVITY** | **TIME COMMITMENT** | **INTENDED OUTCOMES** |
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**Obstacles:**

*Before finalizing your IDP, you should consider discussing it with an individual other than your mentor(s). When it is completed, sign your IDP as a pledge to implement your plan.*

Your Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_