| **What are my development objectives?** | **Priority**(1 to 10)\* | **What activities do I need to undertake to achieve my objectives?** | **What support/resources do I need to achieve my objectives** | **Target date for achieving my objectives** | **Actual date of achieving my objectives** |
| --- | --- | --- | --- | --- | --- |
| Use word processing software more effectively | 2 | * Read online tutorials
* Look for local training events
* Practice using the software
 | * Books
* Online tutorials
* Bounce questions off colleagues
 | December | Ongoing |
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| **Reviewed:** **Review Date:**  |  |

\* 1 = Very Important, 10 = Not Important