| **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