

TRANSFORM YOUR PROJECT LEADERSHIP

Personal Growth And Development Guide

Create Your Personal Vision

First things first, focus on your personal vision since this will be your guide for a mentor, coach and especially your sponsor to help you leverage your career success. A personal vision statement is a paragraph that encapsulates everything you would like to be, do, and have in your career. It defines what success and excellence looks like to you. It expresses your vision for where you want to be in the future and it reflects your values, goals, and purpose for your life.

Develop Your Personal Vision Statement

Answer these six questions to explore ideas for your statement:

1. What are the eight things you enjoy doing?
2. What three things must you do every single day to feel fulfilled in your life and work?
3. What are your five-six most important values?
4. If you never had to work another day in your life; what would you do choose to do that you enjoy doing?
5. What strengths do others see in you? What strengths do you see in yourself?
6. What goals do you want to achieve in the next 6 months, 3 years or 5 years?

Notes:

Now that you've learned more about yourself, you can write your own vision statement. Let's review the following things you've discovered about yourself:

 *My inspirations that motivate/bring me happiness and fulfillment:*

 *My greatest strengths/abilities/traits /things I do best:*

 *Two or more strengths to use more often and bring me happiness:*

My Personal Vision Statement for Myself (in 50 words or less):

Examples of a personal vision statement:

“To inspire project leaders around the globe to step up and lead.” - Naomi Caietti

*“To serve as a leader, live a balanced life, and apply ethical principles to make a significant difference.”
- Denise Morrison*

*“To use my gifts of intelligence, charisma, and serial optimism to cultivate the self-worth and net-worth of women around the world.”
- Amanda Steinberg*

*“If you want to be successful, you need to think of yourself as a personal brand.”
-William Arruda*

Personal Empowerment Action Plan Worksheet:

Your personal growth and development should be a daily focus and it's important to have a template to manage your progress. **Below is a template example.**

Type	Commitment	Start Date	Resources
Work-Life	<i>How to incorporate healthy exercise into my schedule?</i>	May	Mentor – Pam
	<i>As a parent, how do I manage my career and family demands of my childcare?</i>	June	Mentor - Sue
Job	<i>How do I motivate my project team?</i>	Ongoing	Coach - Bob
	<i>What do I need to learn about new IT processes?</i>	Ongoing	Mentor - Kyle
	<i>How do I get my projects done on schedule, on budget and meets customer needs?</i>	Ongoing	Coach - Kim
Career	<i>How do I get my next promotion? What are my skill gaps?</i>	Jan.	Coach/Sponsor - Ann
	<i>How can I improve my organizational awareness and build relationships with senior leaders? How can I be aware of my blind spots?</i>	Jan.	Mentor/Sponsor - Dan

Notes:

Book & Connect with Naomi



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