



Department of Internal Medicine Individual Opportunity Plan

Faculty Name:

Date:

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: SWOT (*Strengths, Weaknesses, Opportunities, Threats*) Analysis

Strengths: What are your pre-existing skills? Where are the strengths in your background? What positive attributes are part of your background? Focus on your strengths that are pertinent to your career mission statement.

- 1.
- 2.
- 3.
- 4.
- 5.

Weaknesses: Where could you seek improvement in skills, behaviors, or attributes? What gaps in your knowledge base could be filled? Where are you missing connections or resources? Again, focus on relevancy to your mission statement.

- 1.
- 2.
- 3.
- 4.
- 5.



Opportunities: Where is growth and change occurring in your field? Where do knowledge gaps exist? What funding options are present or could be developed? Think about openings and changes in your division, department, lab, community, professional organizations.

- 1.
- 2.
- 3.
- 4.
- 5.

Threats: Where do you see potential or present obstacles that could hinder you in accomplishing your mission? Political or personal barriers? Funding changes? Many barriers are predictable and thus potentially avoidable.

- 1.
- 2.
- 3.
- 4.
- 5.

STEP 3: Planning Your Career

Based on your career mission statement, and recalling your personal SWOT analysis, develop goals for the upcoming 1-5 years. Goals should be SMART – specific, measurable, achievable, relevant, and time-bound.

- 1.
- 2.
- 3.



Goal #1: Expand on each goal with SWOT analysis as below.

What personal **strengths** does this goal draw on?

What personal **weaknesses** need to be addressed in achieving this goal?

What **opportunities** will you harness to achieve this goal?

What **threats** may hinder your progress? How will you confront them?

What **resources** do you need to achieve this goal? Who or what can help you gather needed resources?

Continue this SWOT process for each career goal. Review this Individual Opportunity Plan with your mentor and update each year.