

# Individual Self-Improvement Plan Outline

**Name**

Your Name

**Date**

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## 1. Self-Assessment

**Strengths**

List your current strengths

**Areas for Improvement**

Identify skills/habits to improve

## 2. Goal Setting

**Short-Term Goals**

e.g., Improve time management, read 2 books per month...

**Long-Term Goals**

e.g., Achieve fluency in a new language, run a marathon...

## 3. Action Plan

**Key Actions / Steps**

List steps to achieve each goal

**Timeline**

Set deadlines / milestones for your steps

**Resources Needed**

Mentors, books, courses, tools, etc.

## 4. Tracking & Reflection

### Progress Tracking

How will you track your progress?

### Reflection Notes

Write periodic reflections or lessons learned