

# 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