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Sol Price School of Public Policy

Leadership Development Plan Checklist

University of Southern California
Sol Price School of Public Policy
Executive Master of Leadership





Communicate your Vision

Write down the purpose or the “why,” you're following through on a leadership development plan. What do you want the future to look like?



Set Goals that Align with Your Vision

Working backward from your vision of the future, write down SMART goals that are specific, measurable, attainable, realistic, and time-based goals that when completed, will enable you to realize your vision.



Choose a Method to Reach Your Goals

Depending on your vision and goals, decide on a method. This could take the form of mentorship, a degree program, online workshops, or build new habits.



Establish a Realistic Timeline

For each of your goals, set a timeline that is neither too rigorous or too relaxed. Maintain momentum by breaking larger goals into bite-sized tasks with shorter timelines. Each accomplishment throughout your leadership journey will become a source of motivation.



Develop Your Methods

With your goals in hand, it's time to execute. Complete your graduate program, online courses, books, and business coaching sessions.



Monitor Progress

A plan without discipline is a piece of paper. Ensure that each of your goals allows you to monitor progress. In most cases this is quantitative.



Practice Self-Reflection

Establish a routine that values self-reflection. This could take form as writing down key experiences, successes, and unforeseen challenges once a week.



Make Adjustments

Change is inevitable. Adaptability is invaluable. When circumstances change, review the goal, reevaluate your method, and update the timeline if required.



Gain Feedback

Accountability keeps us honest. Let a trusted friend or advisor in on your leadership development plan and ask for their input at least once per month.