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| Rover Personal Development Plan 2011-12Name: Brandon Ma Date : October 15, 2011(reviewed February 2012) |
| What’s on my plate?* Work at KPMG. Senior manager. Over 20 clients.
* President of the Rover Crew.
 | * Family, girlfriend, friends.
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| Relevant Discussion & Insights with my Mentor* Marathon not a sprint. I tend to sprint and then go invisible and then sprint again.
* Need to be visible. Can't go into hiding.
* Focus and discipline.
* Have a plan and act on it. Plans can change.
* Being comfortable in your own skin.
 | * Don't keep looking for "the grass is greener on the other side."
* Earn your pay grade. Do the right things.
* Focus on improving interpersonal skill and managing effective teams.
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| My S.M.A.R.T. Objectives**Personal**Goals* Continually strengthen personal relationships with family, girlfriend, and friends.
* Improve health and well-being.

Objectives* Exercise for at least 30 min twice a week.
* Have 7.5 hours of sleep on most nights (I.e. at least 5 nights of the week), no less than 5.5 hours on any work nights, and no more than 8.5 hours on any given night.
* Make plans in advance (by at least one week) for time with family, girlfriend, and friends.

**Work**Goal* Attain an SP+ rating at work. [FYI - Ratings are SP (meets expectation), SP+ (exceeds expectations a lot of the time) and EP (consistently exceeds expectations)].

Objectives* Arrive at the office 30 minutes earlier than the office opens every day (i.e. 8am as office opens at 8:30am).
* Proactively seek out and attend two networking opportunities by December 31, 2011.
* Plan out each day in advance and complete planned items. Be realistic in the plan.

**Scouts**Goal* Exceed KPIs set for the Rover Crew.

Objectives* Make at least one phone call every day to a person in the Rover Crew. Talk to each department head at least once a week. Talk to John at least twice a week.
* Clear email inbox at least every two days and address all items.
* Conduct quarterly reviews of Rover Crew business plan on a timely basis within 15 days of quarter-end.
* Create a balance scorecard for the Rover Crew by November 23, 2011.
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| Signatures  2011-10-15 Mentee Mentor |

