

## ***Developing a Personal Education Plan***

Nancy F. Barrett EdD

1. Identify your areas of strength (from ITE Scores; rotation evaluations)
  - a. *Think about the reasons these might be stronger areas for you.*
  - b. *Can those assets or strategies be applied to your areas of weakness?*
2. Identify your areas of weakness (from the ITE Scores; rotation evaluations)
  - a. *Why do you think you did poorly in that area?*
  - b. *What might help you improve?*
  - c. *What barriers might you need to overcome?*

Potential barriers include: learning difficulties, need for study skills, test-taking abilities, language difficulties, time management, family commitments, other time constraints, other?

3. Complete a Personal Education Plan for **each topic area**.
  - a. Identify specific short-term goals to achieve the long-range goal of increasing All rotation scores to 3 or more.
  - b. Identify strategies to achieve each goal
  - c. Determine reasonable timelines to reach the goal
  - d. Identify potential barriers that might keep you from achieving the goal.

Potential barriers include: learning difficulties, need for different study skills, test-taking abilities, language difficulties, time management, family commitments, other time constraints, other?

- e. Identify ways to address the potential barriers.
4. Establish realistic goals and ways to assess progress.
5. It helps to share your plan with someone to whom you must be accountable.

## ***Personal Goal-Setting Sheet***

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### **Directions**

We are providing this form as a guide. You may use another format if you so desire. However, any plan you develop **MUST**:

- ❑ *Identify major content area(s) to be addressed*
- ❑ *Include short term objectives*
- ❑ *Include methods of accomplishing the objective*
- ❑ *Include a completion timeline and*
- ❑ *Include an assessment method*
- ❑ ***BE AS SPECIFIC AS POSSIBLE!!!** The more specific the plan, the more likely you will be to implement it.*

Remember to complete a sheet **for each major goal or content area**. If your analysis shows that you need to increase your knowledge in cardiology and neurology, for example, you will need to complete a separate form for each area.

**Personal Goal-Setting Sheet**  
 (Complete Separate Sheet for Each Study Area  
 SAMPLE PLAN)

Name:

Date:

**I. Long-Range Goal: Increase Medical Knowledge**

<b>Short-Term Objective</b> <i>(What you will do to accomplish the long-range goal)</i>	<b>Method to Achieve Objective</b> <i>(How you will achieve this specific objective)</i>	<b>Timeline for Completion</b> <i>(When you will finish this specific objective)</i>	<b>Evaluation Method</b> <i>(How you will know you have accomplished the objective)</i>
Increase Knowledge of Pediatrics <sup>1</sup>	Read Part II (Ch 7-16)	11/15-12/10/04	Keep a reading log to bring to mentor
	Read Part IV (Ch 40-41); Part VII (Ch 56, 64); Part XVI (Ch 170; 172-177) XVIII (Ch 390-392)	1/10-2/6/05	Keep a reading log to bring to mentor
Increase Knowledge of OB/Gyn <sup>2</sup>	Read chapters 5, 6, 11, 15, 29, 35, 36	12/13/04-1/9/05	Keep a reading log to bring to mentor
Increase Knowledge of Family Medicine	Review and correct answers to ITE exam upon receipt.	Upon receipt of ITE scores	Note incorrect answers and use that as basis for subsequent reading. Develop with mentor
	Correct last <i>Core Content Review</i>	11/15/04	Note incorrect answers and use that as basis for subsequent reading. Develop with mentor

<sup>1</sup> Nelson's Textbook of Pediatrics

<sup>2</sup> Danforth's Obstetrics and Gynecology

**Personal Goal-Setting Sheet**  
 (Complete Separate Sheet for Each Study Area)

Name:

Date:

**Long-Range Goal: Increase medical knowledge**

<b>Short-Term Objective</b> <i>(What you will do to accomplish the long-range goal)</i>	<b>Method to Achieve Objective</b> <i>(How you will achieve this specific objective)</i>	<b>Timeline for Completion</b> <i>(When you will finish this specific objective)</i>	<b>Evaluation Method</b> <i>(How you will know you have accomplished the objective)</i>
Increase knowledge of pediatrics	Read pediatrics section in Swansons and complete study questions	Sept 15	Bring corrected questions with categories for future study
	Identify resources for further study (eg: Up to Date, Nelsons)		

**Personal Goal-Setting Sheet**  
**(Complete Separate Sheet for Each Study Area)**

Name:

Date:

**Long-Range Goal:**

<b>Short-Term Objective</b> <i>(What you will do to accomplish the long-range goal)</i>	<b>Method to Achieve Objective</b> <i>(How you will achieve this specific objective)</i>	<b>Timeline for Completion</b> <i>(When you will finish this specific objective)</i>	<b>Evaluation Method</b> <i>(How you will know you have accomplished the objective)</i>

### Personal Education Plan (*Alternate Form*)

Name: \_\_\_\_\_

Date: \_\_\_\_\_

	<b>PERFORMANCE OBJECTIVE</b>	<b>METHODS</b>	<b>TIMETABLE TO COMPLETE</b>	<b>MEASUREMENT</b>
	Things I will accomplish. <i>(For example, improve interview- history of present illness</i>	How will you accomplish your objectives? <i>(For example, read <u>Cohen- Cale</u>; review my audiotaped interviews).</i>	Give specific <u>date</u> . <i>(5/15 this year)</i>	Be specific on how you will know you achieved your objective. <i>(For example, get assessment from 3 patients; ask faculty advisor to review audiotape with me; get observed mini-cex feedback</i>
1.				
2.				
3.				
4.				
5.				
6.				