



# Annual Update to the Postdoctoral Individual Development Plan

The annual update to your *Individual Development Plan (IDP)* is designed to facilitate reflection on your goals and documentation of your accomplishments. It facilitates the annual review of your accomplishments and impacts and the coaching you receive from your sponsor/mentor.

The annual update is to be completed and turned in to your sponsor/mentor *no later than January 15*.

Do the following:

1. Complete the annual update to your IDP using the following template.
2. Schedule a meeting with your sponsor/mentor to review the IDP.
3. Share the completed IDP with your sponsor/mentor in advance of the meeting.

## Part 1: Progress

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1. Briefly review your progress on your research this past year. List accomplishments (e.g., publications, presentation) and the impact of these accomplishments.

2. Briefly list and describe other activities that you have been involved in and the accomplishments and impacts associated with these activities. For example, teaching or guest lecturing in a course, professional/career development activities, consulting).

3. Which activities over this past year have been most valuable to you? Why?

4. Identify the accomplishment that you are most proud of and tell the story of the impact of this accomplishment (see [ianr.unl.edu/impact-statement-guidelines](http://ianr.unl.edu/impact-statement-guidelines)).

5. Identify and describe any challenges you have had this past year that have affected your progress. What have you or others done to address those challenges?

6. How can your sponsor/mentor help you in the coming year?

**Part 2: Goals and Objectives**

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1. Identify your long-term career goals (see initial IDP Part II.1).

2. Reflecting on the long-term career and professional development goals that you have previously identified, are there modifications that need to be made? If so, update these goals and provide a brief explanation as to why they have changed.

3. Considering your long-term goals, what are the next steps to achieving those goals that you will be taking this year?

4. What opportunities at the University of Nebraska-Lincoln or beyond will help you take the next steps toward achieving your goals? What do you need to take advantage of these opportunities?

5. How can your sponsor/mentor help you achieve your objectives for this year?

6. When do you anticipate beginning a job search? What additional experiences, training or skills do you need before beginning your job search? What can your sponsor/mentor be doing to help you prepare for searching for a job?

**Part 3: Mentoring**

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1. A mentoring map facilitates reflection and documentation of your mentoring network. Guidance about creating a mentoring map is provided by NCFDD. A mentoring map template is found at [ncfdd.org/ncfddmentormap](http://ncfdd.org/ncfddmentormap). Complete the mentoring map and attach that to your annual update IDP.

2. What have you found most beneficial from the mentoring you are receiving? Are there areas where you need or would like additional mentoring? If so, how do you plan to get mentoring in those areas?

#### Part 4: Well-being (optional)

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1. Work-life balance. How effective do you feel you are at achieving a work-life balance? Are there areas where you feel you are out of balance? If so, where do those imbalances exist? When do you think the right timing will be to address those imbalances? What will you do differently this year to feel better about your work-life balance?

2. Reflect on your research environment and your interactions with your colleagues and collaborators. If you feel comfortable sharing, identify what it is about that environment and interactions that are contributing positively to your well-being. Are there issues or experiences that are negatively impacting your well-being and progress?

3. Are there other stressors or concerns that you would like your sponsor/mentor to be aware of?

#### Part 5: Attachments

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1. Attach your current CV
2. Attach your current mentoring map