

# Getting Started with PlanDo

**1** Start by **understanding your own priorities** and what you want to **achieve** with PlanDo. Whether building your **performance**, growing your **skills**, planning your **career**, being more **engaged** or inviting **feedback** from others. PlanDo gives you the starting point.

**5** PlanDo gives you **a space to explore and reflect** on our **strengths** and **unique ways of contributing**. Be sure to **involve others** in your journey of exploration as they can give you valuable insights and perspective.

**8** **Involve others** - Share! with not just your leader. The **more people** you enlist to help and support you, the **more success** you'll have.

**2** If you're not sure, begin by **defining your role** and **creating a role profile**. This becomes the basis for many of activities within PlanDo.

**6** **Own** your performance and development conversations. **Be open and honest**.

Some **suggested topics** include

- Performance **achievements** and **challenges**
- **Progress** against development goals
- **Applying your strengths** to greater effect
- **Career motivations**, aspirations and direction updates
- Sharing **feedback** and insights from others
- **Getting support** where necessary

**9** When others ask for your **support or feedback** be sure to give it. They may return the favour.

**3** Don't tackle all the activities at once - **pace yourself**. We recommend using PlanDo in short bursts regularly. This is a long term investment in yourself.

**10** Some activities need only be completed **every 12-18 months**, like strengths or motivators. Other tools are designed to be used **regularly** (like your progress updates) or even **daily** (your journal). These become the way you **plan and monitor your performance and growth** on an **ongoing basis**. They become habit.

**4** **Understand** how your leader expects PlanDo to be used within your organization and **how it sits alongside** any other people practices or policies around performance and development. Your leader might ask you to start with a particular activity.

**7** Set up regular (at a minimum monthly) **performance and development conversations** with your leader.

- **Schedule ongoing conversations** with your leader, don't wait to be invited!
- **Set the agenda** for each meeting and **shape the conversation**
- **Invite feedback** from others and share it with your leader
- **Document your conversations** and **follow up actions** in PlanDo so that you can progress these discussions in your next meeting