EDGE
floral advisors

Step 1 - List Tasks
Step 2 - Shift into Appropriate Quadrant
Step 3 - Analyze Quadrant 3 (Urgent, Not Important)
Step 4 - Brainstorm Who Could Handle These

YOUR RECURRING TASKS	URGENT		NOT URGENT		
1					
2					
3					
4					
5					
6					IMPORTANT
7					
8					
9					
10					
11					
12					
13					
14		Who?			
15		Who?			
16		Who?			
17		Who?			
18		Who?			NOT IMPORTANT
19		Who?			
20		Who?			
21		Who?			
22		Who?			
23		Who?			
24		Who?			
25					
26					www.edgefloraladvisors.com

THE PEOPLE ANALYZER™

NAME

NAME										

THE BAR

RATING: + +/- -										

JOB POSITION: _____

TEAM MEMBER: _____

FUNCTIONS & TASKS	MODELING / DIRECTING	COACHING	EMPOWERED

MANAGER PROFESSIONAL DEVELOPMENT PLAN

MANAGER:
POSITION:
SUPERVISOR:
START DATE / TENURE:

PERSONAL INFORMATION

PERSONALITY TYPE:

BHF CAREER ASPIRATIONS:

SELF PROCLAIMED STRENGTHS:

SELF PROCLAIMED WEAKNESSES:

PLACE IN THE ORGANIZATION

INSERT IMAGE(S) OF ORG CHART HERE

KEYS IN CURRENT ROLE:

POSSIBLE FUTURE PATH(S) AND GROWTH:

THREE YEAR PROFESSIONAL DEVELOPMENT PLAN

KEY AREAS FOR GROWTH IN SKILLS:

KEY AREAS FOR GROWTH IN KNOWLEDGE:
POSSIBLE OUTSIDE LEARNING OPPORTUNITIES:

KEY ACHIEVEMENTS / STEPS ON THE PATH:

ONE YEAR PROFESSIONAL DEVELOPMENT PLAN

GOAL #1:
     ACTION PLAN:

     MEASUREMENT:

GOAL #2
     ACTION PLAN:

     MEASUREMENT:

GOAL #3
     ACTION PLAN:

     MEASUREMENT:

RESOURCES TO UTILIZE
(Resources can be Books, Podcasts, Courses, Conventions, People, & More)

RESOURCE #1:

RESOURCE #2:

RESOURCE #3:

RESOURCE #4:

RESOURCE #5: