**“Opportunity is Knocking” Planning Worksheet**

As you are faced with new opportunities, take the time to fill out this worksheet. It will help you evaluate the opportunity more objectively, outline the resources you need, and allow you to share it with your mentor or family.

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| **Professional or Personal Opportunity: (Describe clearly addressing “specific, measurable, attainable, realistic”)** | | |
| **What do I need to successfully attain this goal? (skills acquisition/ expertise / resources)** | | |
| **What professional development activities do I need to enhance my own skills and meet this goal?** | **What skills/ expertise do I need from a mentor? Who are potential mentors? How will I find them?** | **What resources do I need from my department/institution/key stakeholders?** |
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| **Timeline: How much time will this activity/ opportunity demand? Can I add this time commitment or is there an activity I need to give up? Who can I recommend to take my place?** | | |

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