

Personal Learning Track Planner

Your Name: _____ Date: _____

Taking time to increase your personal knowledge and skill-sets is one of the best things you can do for your team, your dealership and especially for yourself—even if it's on your own personal time. These are personal assets you will carry forward with you the rest of your life and you are the one who will ultimately benefit the most.

Think about different skills you can acquire or improve that will make you a better technician and a more valuable asset. Write those skills in the first column, then continue across the remaining columns filling in the information for each skill. Work with your supervisor if needed to find all learning resources available to you. Prioritize the skills you want to learn by assigning number 1 to the most important skill you should learn followed by 2, 3 and 4.

Skill	Priority	Learning Resources Available	I will know I've mastered this skill when:

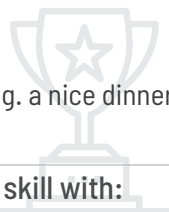
How much time each week are you willing to commit to learning? _____ Block this time out below on the day(s) that will give you the best, uninterrupted opportunity to focus on your learning. If you need to break it out into smaller time chunks over multiple days, do so. The goal is to make this achievable and set yourself up for success.

Mon	Tues	Wed	Thurs	Fri	Sat	Sun

PRO TIP #1 • A good way to really set yourself up for success is to enter appointments for your learning in your calendar app and treat those appointments as important as any business meeting, doctor's appointment, etc. Take a few minutes to do that now using the time you've blocked out above as your guide. Make weekly recurring appointments and set the reminders that make the most sense for you. If you must miss one of your personal learning appointments, reschedule it! Don't just skip it. Remember, this is something you are committing to doing for yourself.

Goals & Rewards

PRO TIP #2 • Another great way to set yourself up for success is to reward yourself each time you master a new skill (e.g. a nice dinner or a fun night out).



I want to learn these new skills because:	I will reward myself when I master a new skill with: