

My CPD Planner

A simple planning tool for healthcare professionals

Use this planner to identify your learning needs, set professional development goals and plan your CPD activities throughout the year.

Name

Profession

Area of practice

Planning period

1. Start With Your Learning Needs

Before choosing courses or education, take a moment to think about what you actually want or need to learn.

Consider:

- Areas of practice I want to strengthen
- Knowledge I need to refresh
- Skills I want to develop
- Feedback I've received
- Questions or challenges that have come up in my work
- Changes in guidelines, evidence or practice
- New areas of practice I want to explore
- Career or professional goals
- Areas I haven't had much experience with
- Topics I'm simply interested in learning more about

What areas would I like to develop?

1.
2.
3.
4.
5.

2. Set Your Learning Goals

Turn your learning needs into a few clear goals. You don't need to plan everything at once — start with the areas most relevant to your current practice and professional development.

Learning Goal 1

What do I want to learn or improve?

Why is this important to me?

How will I develop this?

Target date:

Learning Goal 2

What do I want to learn or improve?

Why is this important to me?

How will I develop this?

Target date:

Learning Goal 3

What do I want to learn or improve?

Why is this important to me?

How will I develop this?

Target date:

3. Plan Your CPD Activities

Once you've identified your goals, think about the activities that could help you achieve them – formal education, conferences, webinars, reading, research, professional discussions, workplace learning or other relevant activities.

Learning Goal	Planned Activity	Provider / Resource	Target Date

A USEFUL TIP

Don't feel like you need to fill your entire year with courses. Your professional learning can come from a range of activities. The important thing is that your learning is relevant to your professional development and your applicable CPD requirements.

4. Find Education That Matches Your Goals

Now that you know what you want to learn, look for education that matches those goals. When comparing activities, consider:

Relevance

Does this education relate to your learning needs or professional goals?

Quality

Is the education from a credible and appropriate source?

Format

Does the format work for your schedule and preferred way of learning?

Timing

Can you realistically complete it within your planned timeframe?

Evidence

Will you receive a certificate, record or other evidence of participation where appropriate?

Reflection

Will the activity give you something meaningful to reflect on or apply to your professional development?

My planned education:

5. Keep Track of Your Learning

Don't wait until the end of the year to remember what you've done. Record your activities as you complete them.

Date	Activity	What did I learn?	Time	Evidence

TIP

Keep certificates, notes, links and other supporting information somewhere you can easily find them later.

6. Reflect on What You've Learned

Reflection doesn't need to be complicated. After completing an activity, consider:

What did I learn?

What was most relevant to my practice?

Has this changed or reinforced my knowledge?

Is there anything I need to explore further?

What will I do next?

7. Review Your Plan

Your CPD plan isn't set in stone. Your learning needs can change throughout the year as your role, interests, workplace and professional goals change.

Monthly check-in

Once a month, jot down what you learned, what progressed, what still needs attention, and what to focus on next.

Month	Progress, gaps & next focus
January	
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	

8. My CPD Year at a Glance

Use this page to keep your broader learning plan visible.

Month	Learning Focus	Planned Activity	Done
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

9. End-of-Year Review

At the end of your planning period, take some time to look back.

What were my main learning goals?

What did I achieve?

What did I learn about my professional development needs?

What areas would I like to focus on next?

What will I carry forward into my next CPD plan?

Make CPD Easier to Keep Track Of

Planning your CPD is one thing. Remembering everything you've learned throughout the year is another.

Med CPD can help you keep your learning organised in one place. With Med CPD, you can explore education, build your professional development plan and keep a record of your CPD activities.

Search clinical questions, guidelines, research topics and other professional learning needs within Med CPD, while Auto CPD Log records your learning activity as you go.

This creates a searchable record of your self-directed learning, making it easier to revisit what you have explored, reflect on your learning and keep track of your professional development over time.

Ready to put your plan into action?

Create your free Med CPD account and start planning your CPD.

Create your free account



A final reminder

Your CPD plan is there to support your professional development, not create extra administration.

Start with what you want to learn. Choose activities that are relevant to your goals. Keep a record as you go. Then review and reflect on what you've learned.

Plan your learning. Keep track of it. Learn throughout the year.