# Present Your Game Plan for Advancement

*Hey [Boss], thanks again for the helpful discussion about my goals to [desired position/role/responsibilities]. I’ve developed a game plan that covers the areas for development we discussed.*

*My goal is to [insert goal – lead a small project team, increase sales by X%, etc.] in the next [timeframe – 3 to 6 months, year, etc.] I see this not only helping me meet my personal goals to [your aspiration], but it would also help the team/company [add future-paced potential benefits and possible impact].*

*I know that I’ll also need to develop [key skills and competencies]. In terms of actions to help me get there, here’s what I’ve planned and the timelines:*

* *For training, I’m looking at [list courses/workshops]*
* *To gain hands-on experience, I plan to [name projects or stretch assignments].*
* *I’ll seek guidance from [mention mentor or someone you’ll network with].*

*Before I go any further, I’d love to get your input. Are there areas you think I should adjust or other elements you believe I should consider?*