**Career Plan**

Date:

Begin by gathering ideas and thinking about the following questions:

* What would you most like to do?
* What inspires and motivates you?
* What is most important to you?
* What strengths and skills do you have that you’d like to use in your career?
* What would you like to achieve with your career?

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Now use these ideas to help you create a **vision** for your career. Be as specific as you can.

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The next step in developing your career plan is to create **goals** for reaching this vision. Although you may want to plan beyond the next five years, start by thinking about where you want to be one year from now, three years from now, and five years from now.

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| **1-Year Goals** |  |
| **3-Year Goals** |  |
| **5-Year Goals** |  |

Now it’s time to think more deeply into these goals using the SMART goals approach. Your goals should be:

* **Specific:** Each goal should be described as specifically as possible. Use as much detail as you can.
* **Measurable:** Each goal should be measurable; that is, you should have a “measuring stick” that helps you know when the goal has been reached.
* **Achievable:** Each goal should be within your reach, even if you have to acquire skills and experience to get there.
* **Relevant:** Each goal should make sense for who you are and where you are now and should fit with your long-term vision.
* **Timely:** Each goal should be containable within a specified timeframe.

Choose three goals from the lists above. Using the following goal charts, fill in information specific to each goal.

**Goal 1:**

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| **Specific:** What is the goal? |  |
| **Measurable:** How will I know when I’ve reached the goal? |  |
| **Achievable:** Is the goal something I can realistically achieve? Do I have or can I gain the resources and support to reach this goal? |  |
| **Relevant:** Is this goal in line with my long-term vision? Does it support my overall plan? |  |
| **Timely:** What’s my target date? Is this target date realistic? |  |

**Goal 2:**

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| --- | --- |
| **Specific:** What is the goal? |  |
| **Measurable:** How will I know when I’ve reached the goal? |  |
| **Achievable:** Is the goal something I can realistically achieve? Do I have or can I gain the resources and support to reach this goal? |  |
| **Relevant:** Is this goal in line with my long-term vision? Does it support my overall plan? |  |
| **Timely:** What’s my target date? Is this target date realistic? |  |

**Goal 3:**

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| **Specific:** What is the goal? |  |
| **Measurable:** How will I know when I’ve reached the goal? |  |
| **Achievable:** Is the goal something I can realistically achieve? Do I have or can I gain the resources and support to reach this goal? |  |
| **Relevant:** Is this goal in line with my long-term vision? Does it support my overall plan? |  |
| **Timely:** What’s my target date? Is this target date realistic? |  |

Before you can more forward in developing your goals, it’s important to take stock of the **skills and experience** you have, as well as the skills and experience you need to acquire to achieve your career goals. Think about technical skills and specific managerial skills, as well as “soft skills” that involve working with people.

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| **Skills and Experience I Have Now** | **Skills and Experience I Need**  **For Achieving My Career Goals** |
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The final step in developing your career plan is to combine your goals with the needed skills and experience to create an **action plan** for each goal. Think about the actions you will need to take, including gaining needed skills and experience, to reach each goal.

**Goal 1:**

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| **Actions to Take to Meet Goal** | **Deadline**  **For Action** | **How I Will Recognize Success** | **Resources, Skills, Support Needed** | **Step Completed** |
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**Goal 2:**

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| **Actions to Take to Meet Goal** | **Deadline**  **For Action** | **How I Will Recognize Success** | **Resources, Skills, Support Needed** | **Step Completed** |
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**Goal 3:**

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| **Actions to Take to Meet Goal** | **Deadline**  **For Action** | **How I Will Recognize Success** | **Resources, Skills, Support Needed** | **Step Completed** |
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