Career Center
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My Career Plan

Creating My Action Plan:

1. The first step is to set goals. They can be occupational, educational or training goals. Goals should be realistic and specific.
2. Now take each of these goals and identify the steps needed to achieve them. This is your action plan.

My Short-Term Career Goals:
(e.g., in a day, within a week, or possibly within a few months)

1. _____
2. _____
3. _____
4. _____

	Action Steps	Target Completion Date	Done
1.			
2.			
3.			
4.			
5.			

My Long-Term Career Goals:
(e.g., one semester, one year, five years, or twenty years)

1. _____
2. _____
3. _____
4. _____

	Action Steps	Target Completion Date	Done
1.			
2.			
3.			
4.			
5.			

Possible Roadblocks to Achieving My Goals:

You have your action plan but things can still go wrong that make it hard for you to reach your goal. Think of it as being roadblocks to reaching your destination. You need find a detour or another route to get there. If you are prepared in advance, you will not get lost. Examples of roadblocks are lack of support from partner or boss, young children, child care, elderly or sick parents, any type of disability, finances, etc.

List any roadblocks you can think of and develop a strategy of how to deal with each one as they arise.

Possible Roadblocks	Possible Detours to Roadblocks