

MY CAREER PLAN WORKSHEET

The first step to short- and long-term career planning is to set goals. These can be occupational, educational, or training goals. They should be **realistic, specific, and measurable**, meaning that they are achievable and you know when you've accomplished them. Once you have your goals, you need to create an action plan by identifying the steps you need to take to complete your goals. This worksheet will help you organize your goals and action plan.

My short-term career goals: These should be achievable in a day, a week, or a few months.

1.			
2.			
3.			
4.			

My long-term career goals: These should be achievable in one semester, one year, five years, or twenty years.

1.			
2.			
3.			
4.			

Action steps for long-term goals	Target completion date	Done

POSSIBLE ROADBLOCKS TO ACHIEVING MY GOALS

Even with an action plan in place, things can go wrong and make it difficult to reach your goal. In this case, you" need to find a "detour" around these roadblocks. Being prepared in advance will help this seem more manageable.

For example: lack of support from family or employers, raising young children, elderly or sick parents, disability, finances, etc.

List possible roadblocks that could come up, and develop a possible strategy of how to deal with each one, should they arise.

Possible roadblocks	Possible detours	Possible detours		