

My Career Development Plan

Goal:

Current Education:

Required Education:

Current Skills:

Required Skills:

Step 1:

Target Completion Date:

Step 2:

Target Completion Date:

Step 3:

Target Completion Date:

Step 4:

Target Completion Date:

My Career Development Plan Guidelines

Goal: Your specific, ultimate career goal. This goal should be focused and clear.

Current Education: Your current education. For example, Associates Degree in Business Administration.

Required Education: Any education (formal or informal) needed to reach ultimate goal.

Current Skills/Experience: Any skills or experience you possess that are relevant to your ultimate goal.

Required Skills/Experience: Any additional skills or experience you need for your ultimate career goal.

Step 1: The first step you need to take to reach your ultimate career goal. This could be researching formal or informal education requirements for positions, or researching ways to attain additional skills (i.e. volunteering somewhere to gain necessary experience or skills)

Target Completion Date: Write down a target completion date for each step in the process. Having a set date helps you prioritize and keep yourself on track. It's okay if this date slips, just adjust accordingly. You need to discipline yourself to stay on track with your goals. Remember your ultimate goal! If necessary, print out your plan and keep it somewhere as a daily reminder of where you want to go.

Step 2: Each step should be what you need to do beyond the previous step to help you towards your goal. If you're unsure what the next step might be, re-visit your career development plan template after you complete a step and then determine what the next step should be. For advanced help, you may want to seek the services of a professional career counselor. Many states and municipalities offer free career services centers. There are also plenty of fee-based career counselors available to assist.

Target Completion Date: Again, a date when you expect to complete the goal.

You can add as many steps to the career development plan template as you need for your specific career goal. Revisit your plan after you complete each step, and adjust as necessary.