

Career Planning Worksheet



Knowing where you want to go is the first step in helping you get there. This is one simple tool to help you map out the journey YOU want to take.

| | |
|---|---------------------------|
| Career Plan List your current role along with your desired roles in the next five (5) years | |
| Current Role | |
| Short-Term Goal | |
| Long-Term Goal | |
| Experience Gaps List any experience gaps that need to be closed in order to achieve your career plan | |
| <ul style="list-style-type: none"> • • • • • | |
| Competencies List your top three (3) competency strengths and top three (3) development opportunities | |
| Strengths | Development Opportunities |
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |
| Developmental Areas and Actions Design action plans that follow the SMART model (Specific, Measurable, Actionable, Relevant and Time-Bound) | |
| Development Area: 1. 2. 3. | |
| Development Area: 1. 2. 3. | |
| Development Area: 1. 2. 3. | |