

Career Plan Worksheet (Exercise 3.2)

In order to move into a career, it is helpful to break down the actions needed to complete it.

Directions: Using your career research, write down the short-term actions you need to do to complete your career goal. Also list when you will complete these actions. Write down the resources to help you complete it. Make sure you reward yourself for a job well done. Make copies of your career plan worksheet. Talk about it with people who can help you. Update this worksheet when you move forward in your career planning. You can also use this worksheet for long-term goals such as education, finances, and personal.

My Career Plan: My long-term goal is _____

I will do this short-term action:	By this date:	I will use these resources:	I will reward my success by:
1.			
2.			
3.			
4.			
5.			

I will re-evaluate my plan and goals on this date: _____