Take control of your career development, by developing realistic and attainable goals. This worksheet focuses on goal-setting, next steps and recognizing opportunities.

STEP ONE: WHO AM I?
What experiences, knowledge skills and strengths do you have?

STEP TWO: STRATEGIZE YOUR GOALS

Think about your resume—is there a pattern leading to a natural next step? Picture where you would like to be 10 years from now: Is there a specific company? Job title? Salary? Does a specific industry resonate with you? What industries do you have experience with?

STEP THREE: TAKE ACTION

The final step is to take action so that you can make forward progress toward your goal. Think about the steps you need to take to assist you in achieving your goals.

Immediate 1-year goals:

Short-term 5-year goals:

Long-term 10-year goals:

STEP FOUR: TAKE ADVANTAGE OF OPPORTUNITIES

Your current professional life is likely filled with opportunities and individuals who are able to guide you toward goal accomplishment. What tools are available? Who in your network can help? Can you shadow at a company? Will someone mentor you? Are there opportunities at work or school that can help you? Can you advance your position with your current company?

Opportunities:

STEP FIVE: EVALUATION

You have laid out a strategy to help achieve career goals. It's a good idea to schedule a time to evaluate progress toward your goals. A set time at the end of every month will help keep the goals achievable. Are the goals still meaningful to you? Where is your progress? Should you make smaller goals or action steps? Have obstacles arisen? Have you achieved the goals and need to add new ones? What have I learned that I need to adjust?

I plan to evaluate my strategy on:

Date

STEP SIX: ADJUST AS NEEDED

There will inevitably be something that doesn't go according to plan or a goal achieved early. Once you evaluate be flexible and make adjustments. Is there a new opportunity that has come up, a new resource to help, etc.?

Try to forecast possible adjustments that you might need to make: