

CAREER DEVELOPMENT PLAN

Name

Date

Having problems filling out the form on your computer? Print it out and take it with you!

Do you want to advance your career? Or pursue a new career in a different field? In either case, the hardest step to take is the first one. This career development plan template can help guide you to achieve your personal and professional goals by organizing your thoughts and putting them into an “action plan” format you can follow.

WHERE ARE YOU NOW?

Before you look too far ahead at where you want to be, start by taking a look at where you currently are in your career. Knowing where you’re at in your career will help you decide which immediate steps you need to take to reach the next level.

Q&A

- How would I summarize my professional experience thus far?

- Do I have any education, training, or skills that are being underutilized?

- What are my strengths/assets?

- What are my weaknesses?

WHERE DO YOU WANT TO GO?

Knowing where you want to go in your career makes planning the next steps much easier. Having a goal in mind also helps you identify and take advantage of opportunities at work that might take you closer to your career aim.

DESIRED JOB TITLE IN

- 1 Year:
- 3 Years:
- 5 Years:

IDENTIFY AREAS OF OPPORTUNITY

- Where is your department headed?
- Where is your company headed?
- What areas do your colleagues see as opportunities?

Q&A

- Why have I chosen this particular career path?
- What is most attractive about my ideal position?
- What types of challenges do I expect in my new role?
- Are there any obstacles in the way of achieving my goals?

GAP ANALYSIS

- How do I measure up to people in my ideal position in terms of experience and/or education?

- What new skills and/or knowledge do I need to possess?

- Are there any certifications that would help me achieve my goals?

WHO CAN HELP?

After you have a clearer idea of what you want and where you want to go in your career, the next step is figuring out how you will set your plan in motion and achieve your goals. Knowing who can help you and what resources you need to achieve your goals can help you stay focused and motivated.

Q&A

- Who do I know (friends, family, colleagues, coworkers, etc.) who can help me attain my career goals?

- Are there networking and/or mentorship opportunities available that can help me attain my career goals?

- Does my company offer any professional development resources that can help me attain my career goals?

WHO HAVE YOU DISCUSSED YOUR CAREER WITH? (CHECK ALL THAT APPLY)

- Manager
- Professional Leader
- Educator
- Mentor
- Career Development Professional
- Other:

SET SMART GOALS

A career development plan is comprised of many different goals, all of which have the same objective in mind—taking one’s career to the next level. Career development goals should be specific, measurable, attainable, relevant, and time-bound. In other words, they should be SMART.

WHAT ARE SMART GOALS?

- **Specific:** Goals should be clearly defined and specific to help focus your efforts.
- **Measurable:** Goals should be measurable so you can track your progress and stay motivated as you feel the excitement of getting closer to achieving them.
- **Attainable:** Goals should be realistic and attainable, even if that means stretching your abilities to their extremes.
- **Relevant:** Goals should align with other plans you have for your life.
- **Time-Bound:** Goals should have a target date of completion to help you prioritize your time and energy in the time allotted.

SMART PERSONAL DEVELOPMENT PLAN

SPECIFIC
OBJECTIVE

What do I want to accomplish?

What do I need to achieve it?

Why is this goal important to me?

MEASUREMENT

How will I measure progress toward achieving my goal?

SMART PERSONAL DEVELOPMENT PLAN (CONTINUED)

ATTAINABLE

What constraints, such as time or financial factors, might make this goal unattainable?

Are there any overlooked opportunities or resources that can bring me closer to accomplishing this goal?

RELEVANCE

How does this goal relate to the larger goals I'm pursuing?

Is this the right time to pursue this specific goal?

TIMELINE

When would I like to accomplish this goal?

Help reach your goals by planning out the next 4 years.

