

## Overview

## Instructions

1. In a separate document, create a high-level career plan for yourself. You can follow the example below, and feel free to use software of your choice to build your table and to modify elements of the career plan to suit your needs.
2. Include a description of what you intend to do to regularly check in on your goals.

## Your Career Plan

## Your Background

Words to Describe You	Education/Certifications	Employment History

  

Personal Values	Interests	Strengths

## Your Career-Based Goals

Short-term Goals (6 weeks to 3 months)	Mid-term Goals (3 months to 6 months)	Long-term Goals (Greater than 6 months)

## Your Competencies

Knowledge	Skills	Experience

## Areas Your Need To Develop

Knowledge	Skills	Experience

## Action Plan

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