



# CAREER PLANNING WORKSHEET

This career worksheet serves as a tool to help you prepare, organise, and work towards achieving your career goal. Use a separate worksheet for each goal.

## CAREER GOAL

What is your career goal? \_\_\_\_\_

This goal is important to me because \_\_\_\_\_

I intend to accomplish this goal by \_\_\_\_\_

Indicate the steps needed to implement your career goal and bring you one step closer to your career goal. Establish specific target dates for each step.

STEPS	TARGET DATE	DID YOU ACHIEVE THIS STEP? If "No" why?

**RESEARCH:** I will use the following resources to research my career-goal:


**SELF-ASSESSMENT:** Based on your self-assessment exercise(s), answer the following:

My personality is:	
I value:	
I have passion for:	
My ideal work environment:	
My strengths are:	

**RELEVANT EXPERIENCE:** Identify any experiences that are most relevant to your career-choice (internships, work, service, research, activities, etc):


**SKILLS:** The following are employability skills and competencies:


