

**Create A Plan and Set Goals**

**Career Plan Worksheet**

Track the short-term actions that will help you complete your long-term goals. Update this worksheet as you progress on your employment journey. Make copies of it and talk about it with people who can help you.

My long-term goal is

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| --- | --- | --- | --- |
| **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:**

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