

# Career Action Plan

## What are your current goals?

Write your goals and a target date for each.

|  |  |  |
| --- | --- | --- |
| Goal | | Target Date |
|  | |  |
| **TIP**  Make sure your goals are **SMARTER**:  **S**pecific  **M**easurable  **A**chievable  **R**elevant  **T**imely  **E**valuated  **R**eviewed | **TIP**  Set realistic target dates. Make sure you give yourself some breathing space to change the dates if you need to. | |

## What are the benefits of achieving your goals?

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**TIP**

Consider such things as lifestyle, income and skill development. Think about people who will be affected by you achieving your goals (family and friends)

## What are the possible obstacles to your goals?

Write the obstacles and possible solutions for each goal below.

|  |  |
| --- | --- |
| Obstacle | Possible Solution |
|  |  |

## Who can help me with my goals?

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| --- |
|  |

**TIP**

Use your networks, colleagues, and friends you trust to support you.

## What are the action steps for your goals?

Write the obstacles and possible solutions for each goal below.

|  |  |
| --- | --- |
| Goal | Action Step |
|  |  |

**TIP**

Review your plan regularly and as you reach your goals, set some new goals!