

Career Planning Worksheet

Setting goals and planning out your future are excellent ways to help map out the steps to take to achieve your ideal career. Whether its figuring out what industry you want to work in or what school you want to attend, it is important to make sure you have got everything planned out. A+ Consulting & Training Group knows how important planning for your future is. That is why we wanted to share with our career planning worksheet so that you, too, can map out your steps to your ideal career.

Self-Exploration

So far in my career, I have the most experience doing this type of work (put a checkmark next to all that apply)

_____ **WORKING WITH PEOPLE** _____ **WORKING WITH THINGS** _____ **WORKING WITH DATA**

List Your Top Three Skills

1. _____
2. _____
3. _____

List Your Top Three Strengths

1. _____
2. _____
3. _____

List Your Top Three Weaknesses

1. _____
2. _____
3. _____

List Your Top Three Job Values

1. _____
2. _____
3. _____

List Your Top Three Occupations That You Would Like to Explore Further:

1. _____
2. _____

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Occupational Exploration

From the three occupations you would like to further explore, complete the following sections.

Occupation #1

JOB _____ AVERAGE ANNUALSALARY _____

Three things a person in this occupation does:

1. _____
2. _____
3. _____

Why would this job be a good fit for you?

Occupation #2

JOB _____ AVERAGE ANNUALSALARY _____

Three things a person in this occupation does:

1. _____
2. _____
3. _____

Why would this job be a good fit for you?

Occupation #3

JOB _____ AVERAGE ANNUALSALARY _____

Three things a person in this occupation does:

1. _____
2. _____
3. _____

Why would this job be a good fit for you?

Educational Planning

Mapping out the educational requirements for the three occupations you have selected will help you to figure out what type of degrees and education you will need to achieve your career goals.

Occupation #1

What type of degree and/or training does this occupation need?

What educational steps will you need to take to prepare for a career in this field?

Where will you get your education? _____

How will you pay for it? _____

Occupation #2

What type of degree and/or training does this occupation need?

What educational steps will you need to take to prepare for a career in this field?

Where will you get your education? _____

How will you pay for it? _____



Occupation #3

What type of degree and/or training does this occupation need?

What educational steps will you need to take to prepare for a career in this field?

Where will you get your education? _____

How will you pay for it? _____

Action Plan

Short Term Goal (6 months- 1 year):

Long Term Goal (2-5 years):

Steps to take now to achieve my goals:

Steps	Completed Date