

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 it's figuring out what industry you want to work in or what school you want to attend, it's important to make sure you've got everything planned out. This career planning worksheet can help you map out the steps to your ideal career.

SECTION 1: SELF EXPLORATION

List any career assessment results you have taken below (Meyer Briggs Type Indicator (MBT) or Strong Interest Inventory (SII). MBTI helps you understand how you and others take in information and make decisions. SII provides a list of occupations related to your career personality and interests.

List your 4 Letter MBTI type (If you have taken the MBTI Assessment):

List your 3 Letter RIASEC SII Holland Code (If you have taken the Strong Interest Inventory Assessment):

So far in my career, I have the most experience doing this type of work (mark all that apply):

- Working with people
- Working with things
- Working with data
- Other:

List your top 3 skills:

- 1.
- 2.

3.

List your top 3 strengths:

- 1.
- 2.
- 3.

List your top 3 weaknesses:

- 1.
- 2.
- 3.

List your top 3 job values:

- 1.
- 2.
- 3.

List the top 3 occupations that you would like to explore further:

- 1.
- 2.
- 3.

SECTION 2: OCCUPATIONAL EXPLORATION

Complete the following sections for each of the three occupations you would like to explore further.

OCCUPATION #1

List the average annual salary of this occupation:

List 3 things a person in this occupation does:

- 1.
- 2.
- 3.

Why would this job be a good fit for you?

OCCUPATION #2

List the average annual salary of this occupation:

List 3 things a person in this occupation does:

- 1.
- 2.
- 3.

Why would this job be a good fit for you?

OCCUPATION #3

List the average annual salary of this occupation:

List 3 things a person in this occupation does:

- 1.
- 2.
- 3.

Why would this job be a good fit for you?

SECTION 3: EDUCATIONAL PLANNING

Mapping out the educational requirements for the three occupations you've selected will help you to figure out the degrees and education you'll 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 long will it take?

How much does it cost and 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 long will it take?

How much does it cost and 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 long will it take?

How much does it cost and how will you pay for it?

SECTION 4: ACTION PLAN

Short-Term Goal (6 months-1 year):

Long-Term Goal (2-5 years):

Steps to take now to achieve my goals:

GOAL #1

Date Started:

Date Completed:

GOAL #2

Date Started:

Date Completed:

GOAL #3

Date Started:

Date Completed:

GOAL #4

Date Started:

Date Completed: