

Sample Career Development Plan Worksheet

Goal Title	—	Today's Date	—	Target Finish Date	—	Date Achieved
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Goal: Must be Specific, Measurable, Attainable, Realistic, Tangible)

Personal Benefits from achieving this goal. Why do I really want to achieve this? Be very specific.

Possible Obstacles to the Goal

- 1.
- 2.
- 3.
- 4.
- 5.

Possible Solutions to the Goal

- 1.
- 2.
- 3.
- 4.
- 5.

Steps Required for Achieving Career Goal	Target Date	Date Reviewed	Date Completed
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Method of keeping score

Is it worth the time, money and effort to reach this career goal? Yes _____ No _____