



EMPLOYMENT AND COMMUNITY OUTREACH SERVICES

My Career Development Planning Worksheet

Name: _____

Date: _____

Job Title: _____

Department: _____

Goal: *Must be specific, measurable, attainable, realistic, tangible...*

Personal Benefits: *Why do I want to achieve this goal?*

Personal Obstacles to the Goal:

- 1.
- 2.
- 3.

Possible Solutions to the Goal:

- 1.
- 2.
- 3.

Steps Required to Achieve the Goal...	Target Date	Date Complete
1.		
2.		
3.		
4.		
5.		