



Name/Date:

**Career Action Plan**

	<b>Short-Term Time Frame</b> (in the next year)	<b>Mid-Term Time Frame</b> (in the next 2 to 3 years)	<b>Long-Term Time Frame</b> (in the next 3 to 4 years)
<p><b>My Goals – Section 1</b></p> <p>What are the goals I want to accomplish in these time periods?</p>			
<p><b>Skills/Knowledge/Experience to be Obtained – Section 2</b></p> <p>For example . . .</p> <p>What specifically do I need to learn?</p> <p>What skills do I need to gain or improve?</p> <p>What competencies do I need to develop?</p>			
<p><b>Next Steps – Section 3</b></p> <p>For example . . .</p> <p>How am I going to acquire the skills/knowledge/experience I need to accomplish my goals?</p> <p>What has to take place in order to move forward?</p> <p>Is there an experience, activity, or project that will provide an appropriate learning opportunity?</p>			
<p><b>Resources – Section 4</b></p> <p>For example . . .</p> <p>What resources do I need?</p> <p>Who can help me?</p> <p>What assistance is available?</p>			