**Employee Career Development Plan**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructions:

1. Develop a long-term goal/career objective.
2. Identify short-term goals or positions which will help you to achieve the long-term goal.
3. Identify actions steps which will help to achieve your short-term goals (include education, training, projects, etc.).
4. Prioritize the action steps as follows:
A = vital
B = important
C = optional
5. Define a target date for completion of each action step.
6. Transfer the action steps to monthly and daily task lists.

Long-term (5+ *years*) goal (*career ultimately desired*):

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Short-term (1-5 *years*) goals (*positions/degree programs*):

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**Action Steps
(classes, seminars, projects, self-development, activities, etc.)**

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| --- | --- | --- |
| Priority  | Description  | Target Date  |
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