

Career Action Plan

What are my career goals?

Create SMART goals that are **S**pecific, **M**easurable, **A**ttainable, **R**elevant, and **T**ime-bound. Most of your goals should be tasks that can be completed independently, without relying on external factors to contribute to success.

Immediate Goals (0-2 months)
Short-Term Goals (2-12 months)
Long-Term Goals (1-5 years)

1. What steps will I take to achieve my immediate goals and when will I have them completed?

Give yourself a due date and hold yourself accountable for completing each task on time.

Step 1:
Complete by:
Step 2:
Complete by:
Step 3:
Complete by:

2. What are the challenges I face when trying to accomplish my immediate goals?

Example: I don't know how to tailor resumes.

Challenge 1:
Challenge 2:
Challenge 3:

3. Identify resources that can assist me with achieving my goals.

Resources can be people (faculty, mentor, alumni, peers), websites, objects, etc.

Resource 1:
Resource 2:
Resource 3:
Resource 4:
Resource 5:

4. What steps will I take to overcome my challenges?

Create SMART solutions that are Specific, Measurable, Attainable, Relevant, and Time-bound.

Step 1:
Step 2:
Step 3:

5. How will I know I'm making progress toward my goals?

Progress can be a tangible object (example: resume) or intangible (example: improved confidence).

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6. These are the steps I will take in the next 24 hours that will help me progress toward my immediate goals.

Step 1:
Step 2:
Step 3:

Repeat steps 1-6 for your short- and long-term career goals.