

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	Possible Solutions to the Goal
1.	1.
2.	2.
3.	3.
4.	4.
5.	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 _____