



Career Center
Lewis & Clark College
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MY CAREER PLAN WORKSHEET

The first step to short- and long-term career planning is to set goals. These can be occupational, educational, or training goals. They should be **realistic, specific, and measurable**, meaning that they are achievable and you know when you've accomplished them. Once you have your goals, you need to create an action plan by identifying the steps you need to take to complete your goals. This worksheet will help you organize your goals and action plan.

My short-term career goals: These should be achievable in a day, a week, or a few months.

1.

2.

3.

4.

Action steps for short-term goals

Target completion date Done

Action steps for short-term goals	Target completion date	Done

My long-term career goals: These should be achievable in one semester, one year, five years, or twenty years.

1.

2.

3.

4.

Action steps for long-term goals	Target completion date	Done

