

Reaching My Career Goals Action Plan

Your career is all the education, training, and jobs you have during your entire life. You have started your career because you are getting an education in middle school. You have also made some decisions about your career. For example, you may have chosen school or community activities in which to participate.

Now is the time to start making plans for your career. Plans are based on decisions, and like decisions, they can be changed. Today, you are creating an action plan based on the career decision you made. You set a goal for what you would like to be when you grow up—an occupation. The next step is to make a plan to meet your goal.

Define Your Career Goal

Today, what job/career do you see yourself doing as an adult? _____

What Career Cluster does this occupation fall under? _____

Create a list of Actions that you will need to do to achieve your Career Goal

1. _____
2. _____
3. _____
4. _____
5. _____

Note: An important action to include is to review your career action plan. You choose how often you think that is necessary. It should be at least 2 times a year. It's okay to change your mind and change your plan.

Who can help me with this career goal? How will I contact them? What will I say?

Who can help you get the information you need? _____

Who can answer questions you have about the occupation you have chosen? _____

To whom can you talk to make sure you have made the right decision? _____

What could get in the way of achieving my career goal and how can I get around those barriers?

Example: What could get in the way and wreck your career plan? You don't think you want to go to college. That would be a barrier to becoming a doctor. To get around this barrier, visit a college. You might see that college is a place you want to be in the future.

When will I achieve my Career Goal?

Select 2 of the Actions you listed to achieve your career goal that you would like to work on this school year and complete the next 2 pages.

REACHING MY GOALS

Action Goal #1 _____

Steps To Reach Goal #1

1. _____
2. _____
3. _____
4. _____
5. _____

Who can help me with this goal? How will I contact them? What will I say?

What could get in the way of achieving my goal and how can I get around those barriers?

Date you anticipate completing this goal? _____

REVIEW

Date Reviewed _____

Did you complete your goal? Why or Why Not? _____

REVISE & RESET

RE-EVALUATE AND REPRIORITIZE

So much of the work of pursuing the goal happens when you set the right goal. When you're thinking about what you want to happen, be sure to:

- Make sure this is the right goal that you're tackling at the right time.
- Think about whether you have the time to dedicate to pursuing it.
- Ensure the goal is in line with your career plan and interests.

If you did not complete your goal, will you keep this goal?

If yes, what steps will you revise to ensure successful completion of your goal?

1. _____
2. _____
3. _____

Date you anticipate completing this REVISED goal? _____

REACHING MY GOALS

Action Goal #2 _____

Steps To Reach Goal #2

1. _____
2. _____
3. _____
4. _____
5. _____

Who can help me with this goal? How will I contact them? What will I say?

What could get in the way of achieving my goal and how can I get around those barriers?

Date you anticipate completing this goal? _____

REVIEW

Date Reviewed _____

Did you complete your goal? Why or Why Not? _____

REVISE & RESET

RE-EVALUATE AND REPRIORITIZE

So much of the work of pursuing the goal happens when you set the right goal. When you're thinking about what you want to happen, be sure to:

- Make sure this is the right goal that you're tackling at the right time.
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If you did not complete your goal, will you keep this goal?

If yes, what steps will you revise to ensure successful completion of your goal?

1. _____
2. _____
3. _____

Date you anticipate completing this REVISED goal? _____