



Career Planning: Checklist

- If you want to figure out where you want to go next, first start with an assessment of where you've been. Is there a common thread in your career history? Are you using the skills, education, and training you have? If not, why not?
- Set career goals for yourself. Where do you want to be 1 year, 3 years, and 5 years from now? What do you need to do to get there?
- Take time to document your work accomplishments. What was the most important thing you did in your job in the last year? What was the impact of that accomplishment — did you save your company money, or bring in revenue? Can you quantify the financial impact?
- Look at your relationships with your co-workers, bosses, and those you supervise. Do you need to make any adjustments? Could you strengthen these relationships? How?
- Think about what you'd really like your life to be like. If money and time were of no concern to you, how would you spend your days?
- Determine what your #1 priority is (personally) for the next 12 months. What is the one thing you absolutely want to accomplish, or see, or experience in the next year?
- Professionally, what do you want to be different in the next year? What do you want to be doing more of, and how can you get there?
- Ask yourself: Am I doing the things I need to do to get where I want to go?
- Write down what kind of support you need — personally and professionally — to reach the goals you've set for yourself.
- Start an accomplishments journal, brag book, or brag file to document your accomplishments.