

# 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, Time Bound)

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.

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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 \_\_\_\_\_