**5–7 Year Career Plan (75 points)**

The purpose of the career plan is to have a roadmap to achieve your professional growth and goals for advancement.

**Section 1:** Insert the years From: and To: for the Planning Timeframe. Then, in the space provided, describe your long-term career goal(s). For each year, from Year 1 to Year 5 (or up to Year 7), write a brief explanation of your yearly goal and what action you will take. This could include skills that you want to develop in your current position or skills to prepare you for career advancement or a career change.

**Section 2:** In the space provided, explain who will help you to achieve the goals, such as your supervisor, a mentor, network connections, family members, or others.

**Section 3:** In the third section, identify areas of professional development, training, or additional educational activities that will help you reach your goals and fulfill your career plan.

Retain this planning document in your career portfolio and review and revise with updates as needed.

**Section 1 (55 points)**

Planning Timeframe (fill in Year): From: [Year] To: [Year]

My Long-Term Career Goal(s): [where do I want to be in 5-7 years?] Write complete sentences.

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**Yearly Goals and Action Steps I Will Take to Reach My Goals**

|  |  |
| --- | --- |
| Year 1 |  |
| Year 2 |  |
| Year 3 |  |
| Year 4 |  |
| Year 5 |  |
| Year 6 |  |
| Year 7 |  |

**Section 2 (10 points)**

Who will support you or guide you with your yearly goals and action steps and with achieving your long-term goals? Describe in complete sentences.

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**Section 3 (10 points)**

What are some professional development, training, or additional educational activities that will help me reach my goals? Describe in complete sentences.

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