Interative Career Development Checklist

2025-01-01

Daily Tasks

- ☐ Review technical bulletins
- ☐ Document completed work
- ☐ Update job times
- ☐ Check tool inventory
- ☐ Clean work area

Weekly Goals

- ☐ Complete online training module
- ☐ Practice new diagnostic technique
- ☐ Update certifications progress
- ☐ Review flat rate times
- ☐ Network with colleagues

Monthly Objectives

- ☐ Track income progress
- ☐ Update skills portfolio
- ☐ Review career goals
- ☐ Plan next certification
- ☐ Evaluate tool needs

Quarterly Review

- ☐ Analyze earnings
- ☐ Update resume
- ☐ Review market rates
- ☐ Plan equipment purchases
- ☐ Set new goals

Annual Assessment

- ☐ Career progress review
- ☐ Salary negotiation prep

□ Skills gap analysis
□ Technology assessment
□ Business plan update

Specialty Certification Tracking

ASE Certifications

□ A1 Engine Repair
□ A2 Automatic Transmission
□ A3 Manual Drivetrain
□ A4 Suspension & Steering
□ A5 Brakes
□ A6 Electrical/Electronic
□ A7 Heating & A/C
□ A8 Engine Performance
□ L1 Advanced Engine
□ L2 Diesel Engines
□ L3 Hybrid/Electric

Manufacturer Certifications

□ Brand Certification 1
□ Brand Certification 2
□ Brand Certification 3
□ Master Status Progress

Specialty Systems

□ ADAS Certification
□ Hybrid/EV Safety
□ Performance Tuning
□ Diesel Systems
□ Alternative Fuels

Income Progress Tracker

Monthly Income Log

Month	Hours Worked	Jobs Completed	Gross Income	Bonus/Extra
Jan				
Feb				
Mar				
etc.				

Tool Investment Strategy

Essential Tools Budget

Category	Current	Needed	Cost	Priority
Hand Tools				
Power Tools				
Diagnostic				
Specialty				