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# HOW TO CREATE A CAREER DEVELOPMENT PLAN BY CORRELATION ONE CSC'S

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## WHAT IS A CAREER DEVELOPMENT PLAN?

A document to help individuals outline their career goals and create a strategy on how to achieve them.

## STEPS

### 1. ASSESS YOURSELF

- Engage in self-reflection and assessments to identify your interests and passions (assessments). Consider personality and other assessments (Holland's Hexagon. Myers-Briggs Type Indicator (MBTI))
- Research the industries or different occupations that represent a strong fit. (more broad, vision board)

#### Resources

- Self-Assessments at CareerOneStop.Org
- Choosing a Career at Coursera
- Explore Careers at CareerOneStop.Org

### 2. SET GOALS

- Identify career goals (specific titles within the field/industry you are interested in) and write them down as SMART goals
- Define **SMART**
  - Specific:** Make it clear and include details
  - Measurable:** Can you track your progress towards your goal?
  - Attainable/Achievable:** Aim high, but not too high!
  - Relevant:** Does it relate to or interfere with your other goals?
  - Time-bound:** Set a deadline!

#### Resources

- Setting Goals to Improve Your Career - University of Rochester
- How to Set Career Goals and Achieve Them - Forbes

### 3. GATHER RESOURCES

- Create a list of the knowledge, skills, activities, classes or programs that will help you reach your goal.
- Gather the appropriate information from helpful resources to plan your career.
- Remember to include people as a source of knowledge (career coach; mentor; academic advisor; C1 TAs, CSCs, etc.)

#### Resources

- National Career Development Association - Internet Sites for Career Development
- US Department of Labor - Plan Your Career
- Seven Tools to Plan Your Career the Right Way

### 4. DETERMINE ACTION STEPS

- Determine your action steps by creating an action plan. Your action plan includes your career goals with listed milestones to achieve each goal. Along with every action step/milestone you list potential barriers and risks (so you can prepare and mitigate) and deadlines (expected and actual completion dates)

#### Resources

- Action Plan Template - Fabjob Inc
- The Easy Guide to Developing an Effective Action Plan
- What Is An Action Plan (With Example)

### 5. TRACK PROGRESS AND REVISE

Utilize the SMART goals and deadlines in your action plan to track your progress and revise goals and action steps as necessary.

- Revisit the goals AND the action steps you established to achieve your goals
- Identify potential barriers and solutions
- Set realistic deadlines and implement time management strategies
- Revise as necessary

#### Resources

- How to Measure Your Progress Effectively in 5 Steps