

# Employee Accountability

Handout #5: Career & Education Planning

Career Planning

Name: \_\_\_\_\_

Date: \_\_\_\_\_

*Directions: This handout helps you connect accountability to your career and education goals. Be thoughtful and honest -- this is YOUR plan for moving forward.*

## SECTION I: Career Interests & Values

### 1. Three occupations I am most interested in exploring:

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

### 2. What skills, values, or interests connect you to these careers?

---

---

### 3. What education or training is needed for your top career choice?

---

---

## SECTION II: Skill Development Plan

*Identify skills you need to develop for your target career. For each, describe a specific, actionable plan for building that skill.*

#	Skill Needed	How I Will Develop This Skill	Timeline
1.			
2.			
3.			

## SECTION III: Connecting Accountability to Your Goals

### 1. Which Habits of Mind will be most important for your target career? Why?

---

---

### 2. How will the 5 Cs of Accountability (Clarity, Commitment, Communication, Collaboration, Consequences) help you succeed?

---

---

## SECTION IV: My Accountability Support Network

Accountable people don't go it alone. Identify people who can support your goals and hold you accountable. Think about teachers, supervisors, mentors, family, or peers.

### Mentor / Role Model

Someone who has experience in your target career or education path.

Name: \_\_\_\_\_ Contact: \_\_\_\_\_

How they will support my accountability: \_\_\_\_\_

### Accountability Partner

A peer who will check in on your progress and challenge you to follow through.

Name: \_\_\_\_\_ Contact: \_\_\_\_\_

How they will support my accountability: \_\_\_\_\_

### Professional Contact

A supervisor, teacher, or counselor who can provide feedback and opportunities.

Name: \_\_\_\_\_ Contact: \_\_\_\_\_

How they will support my accountability: \_\_\_\_\_

## SECTION V: Daily Accountability Habits

1. What is ONE accountability habit you will practice every day starting this week?

2. How will you remind yourself to practice this habit? (alarm, note, partner check-in, etc.)

3. How will you know if this habit is working? What will be different in 30 days?

## SECTION VI: My Accountability Commitment

Write your personal accountability commitment in your own words. Make it specific to your goals and the habits you want to build.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_