**Career Development Worksheet**

This worksheet pairs with this blog: [how-to-create-a-meaningful-career-development-plan/](https://kljohnson.netlify.app/2022/09/05/how-to-create-a-meaningful-career-development-plan/)

1. **Build Your Compass: Know Thyself**

Dig deeper into your answers using a “5 why” approach.

List some fulfilling experiences that bring you joy and happiness (now or in the past):

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Who are your role models (why):

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List your values (identify top 5 and prioritize):

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List your top 1-3 Passions (affinities):

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1. **Define Your Landscape** using the TOP model

Talents (strengths). Is one in particular your “super power”?:

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Possible opportunities (aligned to business and organizational objectives):

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1. **Map Orientation**

Have discussions with your manager, mentor or team members to understand expectations of your current role as well as career advancement requirements are at your company and in your team.

1. **Identify Your Starting Point** on the map

In your current role, how well are you performing to expectations (technical skills, soft skills, behavior):

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| --- | --- |
| Performing above expectations: |  |
| Performing at mid-level expectations: |  |
| Areas could use improvement: |  |

1. **Personalize your Destination** (Goals)

Brainstorm long-term goals (things you want to achieve by end life and/or career) which are not limited to your map. Include a “why” statement which should align with your values.

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| Ex: Achieve my best career through a healthy work/life balance. |

Break into smaller goals that fit on the map and within the landscape:

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| Ex: Level up every 3-5 years |

Identify the next destination on the map between your starting point and career goal.

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| Ex: Level up in the next 2 years |

1. **Route and Waypoints**

What can you do to improve upon the areas that need improvement which are necessary to the next destination (achievable in 1-4 years)? Include timeline & metrics (“as measured by”):

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| --- | --- |
| Goal | Waypoints |
| Ex: Level up in the next 2 years | Expert at python coding by end of year and pass Linked-In skills test |
| Confident presenter within 2 years with approval from technical lead |

1. **Define Actions**

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| --- | --- | --- |
| Goal | Waypoints | Actions |
| Ex: Level up in the next 2 years | Expert at python coding by end of year and pass Linked-In skills test | Schedule 2 hr/wk to take a class and practice. |
| Confident presenter within 2 years with approval from technical lead | Schedule 1 hr/wk to attend local Toastmaster’s club meeting. |

1. **Reflection**

Record unplanned events or achievements that happened over the past cycle.

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1. **Repeat**

Revisit the above 1-6 on an annual basis and note any changes.