**Career Development Worksheet**

This worksheet pairs with this blog: <https://kljohnson.netlify.app/2022/09/02/career-development-plan/>

1. **Build Your Compass**

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:

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Try to prioritize them and identify top 5 or so.

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

Talents (strengths):

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Passions (affinities):

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Possible opportunities (aligned to business and organizational objectives):

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1. **Study Your Map**

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

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

Brainstorm your long-term goals. Things you want to achieve by the end of your life and/or career which are not limited on your map or landscape.

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| Ex: Achieve my best career through a healthy work/life balance so that I can inspire others to live their best. |

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

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| Ex: Level up every 3-5 years |

1. **Choose Route and Waypoints**

Break again into smaller goal (achievable in 1-4 years). Define 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 and note any changes.