

# Career Planning Worksheet

Step 1:  
Mission  
Brainstorm

What is important to me?

What inspires me?

What is realistic?

What is my timeframe?

Step 2:  
Combine each  
part from step 1  
into a couple of  
sentences.

**My Mission Statement**

Step 3:  
Personal  
Brainstorm

What do I love doing?  
(energizes, excites, draws me in)

What am I good at?  
(natural talent, get recognition)

What do I want more of?  
(influence, quiet, responsibility)

What do I want less of?  
(detail work, drama, decisions)

Step 4:  
Combine steps 2  
& 3 to list your  
ideal activities

**I want a role that makes these contributions to the organization:**

Step 5:  
Professional  
Brainstorm

What skills do I have/need?

What experience do I have/need?

What knowledge do I have/need?

What feedback have I received?

Step 6:  
Combine steps 4  
& 5 into a goal  
that aligns with  
step 2

**My next career goal**

Step 7:  
Milestones on the  
way to step 6

- 1.
- 2.
- 3.

