

ANNUAL CAREER ASSESSMENT

Use this worksheet to check in on your goals & create an actual plan to achieve them



CAREER ASSESSMENT

Projects I've worked on
in the last 12 months

My successes
& their impact

What I love
about my job...

...And what I'd change
about it

Types of careers I
want to explore

My areas for
improvement

My 6-month
goals

My 12-month
goals

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Create Action Plans For Your 6-Month & 12-Month Goals



GOAL #1

YOUR SPECIFIC GOAL

(Consider the 5 W's: who, what, where, when, and why.)

THE EXACT STEPS YOU'LL TAKE TO ACHIEVE IT

(What tools, skills, networking opportunities, etc. do you need to achieve the goal?)

YOUR TIMELINE FOR COMPLETING YOUR GOAL

(When do you hope to accomplish each step within your goal? Write your deadlines in your calendar.)

YOUR MEASURE FOR SUCCESS

(How will you know you have successfully reached your goal?)

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GOAL #2

YOUR SPECIFIC GOAL

(Consider the 5 W's: who, what, where, when, and why.)

THE EXACT STEPS YOU'LL TAKE TO ACHIEVE IT

(What tools, skills, networking opportunities, etc. do you need to achieve the goal?)

YOUR TIMELINE FOR COMPLETING YOUR GOAL

(When do you hope to accomplish each step within your goal? Write your deadlines in your calendar.)

YOUR MEASURE FOR SUCCESS

(How will you know you have successfully reached your goal?)

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GOAL #3

YOUR SPECIFIC GOAL

(Consider the 5 W's: who, what, where, when, and why.)

THE EXACT STEPS YOU'LL TAKE TO ACHIEVE IT

(What tools, skills, networking opportunities, etc. do you need to achieve the goal?)

YOUR TIMELINE FOR COMPLETING YOUR GOAL

(When do you hope to accomplish each step within your goal? Write your deadlines in your calendar.)

YOUR MEASURE FOR SUCCESS

(How will you know you have successfully reached your goal?)

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GOAL #4

YOUR SPECIFIC GOAL

(Consider the 5 W's: who, what, where, when, and why.)

THE EXACT STEPS YOU'LL TAKE TO ACHIEVE IT

(What tools, skills, networking opportunities, etc. do you need to achieve the goal?)

YOUR TIMELINE FOR COMPLETING YOUR GOAL

(When do you hope to accomplish each step within your goal? Write your deadlines in your calendar.)

YOUR MEASURE FOR SUCCESS

(How will you know you have successfully reached your goal?)