



## Career Plan for Professionals (Insert Date)

<b>Objective</b> Be clear about why you are writing this plan – set a clear objective to drive your plan. What are you trying to achieve? Make sure that your objective is specific, concise and measurable				
<b>Mirror Reflection</b> Write down your strengths and opportunities and be honest about your weaknesses and threats. This information is to be factored into your goals and actions as set out below.  E.g. If public speaking is one of your weaknesses then you may want to set a goal to commit to two client seminars in 12 months. An action may then be to undertake some public speaking training.	<b>Strengths</b>	<b>Opportunities</b>	<b>Weakness</b>	<b>Threats</b>
<b>Random Thoughts</b> <i>Place ideas that do not align with your objective or goals for use in the future</i>				

### Building the Plan

	Goals and Actions	Due by <small>Specify a Timeframe for Goals and Due date for Actions</small>
<b>Goal A.</b>	1.	
<b>Action Steps to achieve goals</b>	1.	
	2.	
	3.	
<b>Goal B.</b>	1.	
<b>Action Steps to achieve goals</b>	1.	
	2.	
	3.	
<b>Goal.</b>	1.	
<b>Action Steps to achieve goals</b>	1.	
	2.	
	3.	