

Career Reflection & Planning Worksheet

Instructions: Use this worksheet to assess your current career situation, explore potential directions, and develop a plan for your next steps.

1. Reflection

a. What are your core values?

Identify what truly matters to you in your career.

b. What are your strengths and skills?

List your key strengths and skills.

c. What motivates you?

Determine what drives you in your career.

d. What does success look like to you?

Define your personal and professional success.

e. What aspects of your role do you find most fulfilling or rewarding?

f. What aspects of your work do you find challenging or less satisfying?

g. If given the opportunity, what changes would you make to improve your role or work environment?

2. Career Exploration

a. What industries or roles interest you?

List potential industries or roles you're curious about.

b. What skills or qualifications are required for these roles?

Identify any additional skills or qualifications needed.

c. Are there any barriers to entering these fields?

Consider potential challenges.

3. Goal Setting

a. Short-Term Goals (0-6 months):

Set achievable goals to start your transition.

b. Long-Term Goals (6+ months):

Outline your long-term career objectives.

4. Action Plan

a. What steps will you take to achieve your goals?

Develop a plan of action.

b. What resources or support do you need?

Identify resources or support systems.

c. How will you measure your progress?

Determine how you'll track your progress.

5. Reflection

a. What have you learned about yourself through this process?

Reflect on your insights.

b. How will you stay motivated and accountable?

Consider strategies to maintain motivation.

Note: This worksheet is a tool to facilitate your career planning process. Feel free to adapt it to your personal needs and circumstances.