

Action Plan Form and Career Planning Sheet

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Name:	Date:
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The top 3 kinds of jobs I am looking for are:

Job 1:

Job 2:

Job 3:

Number of days I plan to look for job 1:
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Number of days I plan to look for job 2:
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Number of days I plan to look for job 3:
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I will look for job leads in the following ways:
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Number of phone calls I will make each day:

Number of applications I will make each day:
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The first place I am going to look is:
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I think the hardest thing for me will be:

I feel that I could use some help with:

I will need help from the following people:

Goals:

I want to find a job by:

How many interviews do I want to have:

How many interviews do I want per week:

Comments:

Career Planning Sheet

The jobs I can do now are:

The jobs that I might like to do in two years are:

The jobs that I might like to do 10 years from now are:

To do the jobs I want 2 years from now, I will need to improve my abilities in:

To do the jobs I want 10 years from now, I will need to improve my skills in:

The biggest problem with the jobs I can do now is:

The problems I have with getting a job now are:

What can I do about those problems: