

## Finalizing My Plan

Finalizing your career plan will come as a result of your career conversation outcomes and additional activities you have been engaged in. Once you have gathered all of the necessary information, you can begin to finalize your career plan. Keep in mind that your plan should be flexible and may need to be adapted to personal, professional and / or organizational changes along the way.

<b>My Primary Career Path of Interest:</b>		
1. My long term goal and aspiration (5-10 years). Include the career path of interest and / or role desired within the organization:		
2. Short-term goals that will contribute to achieving my long term goal. Consider any tasks / functions in your current role that will contribute toward attaining your short-term goals.		
<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>		
3. Below, list 2-3 activities that will help you reach your identified short term goals. Specify how you will accomplish the activity, including any resources you might need, and when you will start and finish it.		
<b>Short-term Goal 1:</b>		
<b>Activity 1:</b>	<b>Activity 2:</b>	<b>Activity 3:</b>
Actions & Measures:	Actions & Measures	Actions & Measures
Starting date:	Starting date:	Starting date:
Date of completion:	Date of completion:	Date of completion:

<b>Short-term Goal 2:</b>		
<b>Activity 1:</b>	<b>Activity 2:</b>	<b>Activity 3:</b>
Actions & measures:	Actions & measures:	Actions & measures:
Starting date:	Starting date:	Starting date:
Date of completion:	Date of completion:	Date of completion:
<b>Short-term Goal 3:</b>		
<b>Activity 1:</b>	<b>Activity 2:</b>	<b>Activity 3:</b>
Actions & measures:	Actions & measures:	Actions & measures:
Starting date:	Starting date:	Starting date:
Date of completion:	Date of completion:	Date of completion:
4. What additional skills, knowledge or experience do you need to achieve short-term goals and attain your long-term goal and aspiration?		
5. Describe when and how progress checkpoints will occur with your manager or mentor (phone calls, meetings) below. Note dates/times and what will be discussed or completed at these times.		

**Note:** For additional career paths of interest, follow the same format as above.