

Career Advancement Action Plan

Career Advancement Create Your Action Plan

All personal achievement starts in the mind of the individual. Your personal achievement starts in your mind. The first step is to know exactly what your problem, goal or desire is.

-W. Clement Stone

Long Term Career Goal (next 2-3 years) _____

Title of next promotion (next 6-12 months) _____

I will be ready to ask for a raise in ____ months.

I have prepared to ask for a raise by doing the following:

1. _____
2. _____
3. _____

What skills, abilities, or qualifications do I need to earn?

1. _____
2. _____
3. _____

Resources:

<http://www.gcflearnfree.org/> -free online computer course,

<http://www.onetonline.org/> -career descriptions,

<http://my.monster.com/career-planning/> -Career mapping tool