

Action Plan Worksheet

Career Goal #1: _____

I WILL READ, TALK, AND VISIT

I will *read* the following materials about this career interest by (date) _____

1. _____
2. _____

I will *talk* to the following people about this career interest by date) _____

1. _____
2. _____

I will *visit* the following places that employ people in this career interest by (date) _____

1. _____
2. _____

I WILL VOLUNTEER OR PARTICIPATE

If possible, I will *volunteer* or *participate* in an educational or community activity to build leadership, special knowledge, or transferable skills that are preferred in this career field by (date) _____

The people/resources that I will contact or utilize to investigate *educational/community* opportunities is/are:

1. _____
2. _____
3. _____

I WILL GET RELATED EMPLOYMENT OR INTERNSHIP EXPERIENCE

If possible, I will get *paid employment* or an *internship* related to this career interest area by (date) _____

The people/resources I will contact or utilize to investigate *employment & internship* opportunities is/are:

1. _____
2. _____
3. _____

I WILL TAKE RELATED ACADEMIC OR SPECIAL INTEREST COURSES

Here are some *academic* or *special interest courses* I could take that would help me to develop knowledge and skills that career interest related employers or academic institutions would seek:

1. _____ Date to complete _____
2. _____ Date to complete _____
3. _____ Date to complete _____

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Educational Goal #1 _____

If you're strongly considering a particular academic program of study, you may want to spend a little extra time learning more about how this program can support you with your future career and life plans.

I WILL READ

To learn more about this academic program and how it would fit in to my career goals, I will use the following resources to *read* about it by (date) _____

1. _____
2. _____
3. _____

I WILL INTERVIEW

To get a first-hand viewpoint of this academic program and the various opportunities available to successful graduates, I will *interview* the following people by (date) _____

1. _____ **Student in this program**
2. _____ **Instructor in this program**
3. _____ **Professional related to this program**

I WILL REALITY TEST

To *reality test* career options of interest, with either a direct or indirect connection to this academic program, I will set up a job shadowing experience by (date) _____

_____ **Location**
_____ **Contact Person**
_____ **Date and Appointment Time**