

# Create a Personalized Career Development Plan

## CHECKLIST

### ○ Self-Assessment

Evaluate where you are now by asking yourself these questions:

- What are my strengths and weaknesses?
- What skills do I need to improve?
- What career paths excite me?
- What kind of work brings me fulfillment?

### ○ Set SMART Career Development Goals

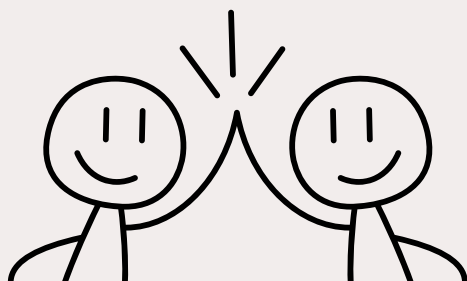
Define your career vision with clear, structured goals:

- **Specific** – Clearly define what you want to achieve.
- **Measurable** – Set metrics to track progress.
- **Achievable** – Make sure your goal is realistic.
- **Relevant** – Align it with your long-term career ambitions.
- **Time-bound** – Set deadlines to stay accountable.

### ○ Develop a Skill-Building Strategy

Acquire the skills and knowledge needed to achieve your goals:

- **Enroll in career development training** (certifications, courses)
- **Gain hands-on experience** through projects and side gigs.
- **Develop soft skills** (communication, leadership)



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### ○ Network Like a Pro

A strong professional network can open doors to mentorship, job opportunities, and career advice.

- Attend industry events, conferences, and webinars.
- Engage with thought leaders on LinkedIn.
- Join professional organizations related to your field.
- Seek mentorship from experienced professionals.

### ○ Regularly Review & Adapt

Your goals may evolve as you gain experience and interests shift.

- **Schedule quarterly check-ins** to assess progress.
- **Adjust goals and timelines** as needed.
- **Celebrate milestones** - small wins keep motivation high!

