



The Chicago Project for Violence Prevention Template for Creating a Five-Year Career Plan

1. **Your Name**
2. **Today's Date**

This is important as you reflect back on this document. This will become a touchstone for your growth and a reminder of who you were as you look back at what was important to you in this point in time.
3. **3–6 Months**
 - Start small.
 - Think about short-term goals that are easily achieved but will also help move you towards the longer-term goals.
 - Include some tangible goals.
4. **6–12 Months**
 - Start thinking bigger here—this is planning for a year out.
 - What new skills do you want to learn?
 - What new ideas do you want to share with others?
 - What changes do you want to make? Put them down here along with the steps needed to take to make them happen.
5. **Beyond 12 Months**
 - Capture specific plans that you know may take more than a year to get to or accomplish. Realistic yet longer term goals such as continuing your education and working towards a promotion.
 - Be realistic but not afraid to reach. Visualize success in areas you may have little control over. Don't be afraid to write down a desired goal that may be a stretch.
6. **Longer-term Goals**
 - This is the area to think out for the next 3–5 years, including life beyond the company or situation you are currently in. Make goals that you want to do and need to make certain decisions and changes in order to make it happen.
 - If you decide at a later time, that you don't really want to do this you should remove it from the plan.
7. **Opportunities to Explore at Your Company**
 - List all the training and coaching opportunities relevant and currently available at your company.
 - Note relationships that need to be cultivated at your company in order to meet success.
8. **Skills to Develop**
 - Project what skills you need to develop to reach the goals you listed in the first part of this exercise.
 - What other skills do you need, besides the ones you have now, to attain your goal?
 - Examples are **Confidence** and **Effectiveness**—along with ideas on how to master these more intangible skills.
 - When thinking about this example think of ways to put yourself into situations to gain confidence—especially when giving presentations. Think about starting slow and building on your successes.

9. What I Care About in a Work Environment

- This may seem frivolous or not important to the task at hand, but it serves to remind you of the values you need to share with the company you work for. As you grow or the company changes this can help guide you when you need to make a change.

10. Personal Goals

- Don't forget the personal goals that you need to weave into your life. It never hurts to write these down as a reminder of work/life balance and of the things that are really important to you as a person.

Five-Year Career Plan Template

The Five-Year Career Plan is designed to help you develop skills in your current job or to prepare for your next job. Your five-year plan is very much an individual and personal plan, and is designed to facilitate your growth, development and advancement. Once you prepare your plan, plan to meet with your supervisor, mentor, family members or others to gain support to aid you in achieving your goals. Always use the SMART model when setting goals: **S**pecific, **M**easurable, **A**ttainable, **R**ealistic and within a specific **T**imeframe.

Plan Period: From - _____ To - _____

My Current Position: _____

My Long-Term Goal: _____

Intermediate Steps Over the Next Five Years to Reach My Goal		
	For Me	For my supervisor/others who will support me
Year One		
Year Two		
Year Three		
Year Four		
Year Five		

Personal Development Objectives to Meet My Goals (what do I need to do to get where I want to be?)

How can others help me accomplish these objectives?

What are some educational activities that will help me reach my goals?		
	Dates	
Training or Course	Scheduled	Completed

What are my development areas and my plan to address these areas?		
Development Area:		
	Dates	
Plan:	Scheduled	Completed

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Development Area:		
	Dates	
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Development Area:		
	Dates	
Plan:	Scheduled	Completed

Plan to revisit your plan often to make sure you stay on track and that your goals remain relevant to your career plan.