Career and Education Planning Worksheet

Name: __________________________________________  Date: ___________________________

Congratulations on beginning to plan for your future! Complete this worksheet as you move through the Career Planning unit. As you complete each of the activities, you can transfer key information to this worksheet. When you finish, you will have a career and education plan to take with you. It will help you think about additional information you may need to gather from other sections of the website such as Applying to College and Financial Planning.

Self Exploration

I have the most experience doing this type of work: (Using the Things I Have Done Worksheet, put a check mark beside the area in which you have the most experience.)

___Working with People    ___Working with Things    ___Working with Data

My top three skills are: (Use the Skills Identification Worksheet.)

1. ________________________________________________________
2. ________________________________________________________
3. ________________________________________________________

My top three job and work values are: (Use the Job Values Inventory Worksheet.)

1. ________________________________________________________
2. ________________________________________________________
3. ________________________________________________________

My top three interest areas are: (From the online O*Net® Interest Profiler™.)

1. ________________________________________________________
2. ________________________________________________________
3. ________________________________________________________

Three occupations that I would like to explore further are: (List the three occupations that you identified using the online O*Net® Interest Profiler™.)

1. ________________________________________________________
2. ________________________________________________________
3. ________________________________________________________
Occupational Exploration

For each of the three occupations you identified, complete the following section using the information you gathered on your Occupational Exploration Worksheet and/or the worksheet Using Videos to Learn about Occupations.

**Occupation #1:** ___________________________ Average Annual Salary: ________________

Three things that a person in this type of occupation does: __________________________________________________________________________________

Three things that I know about the working conditions in this occupation: (For example, does it require working outside or indoors? Does it require sitting or standing all day?)

________________________________________________________________________________

This occupation matches my job values, interests, and skills in the following three ways:

________________________________________________________________________________

________________________________________________________________________________

**Occupation #2:** ___________________________ Average Annual Salary: ________________

Three things that a person in this type of occupation does: __________________________________________________________________________________

Three things that I know about the working conditions in this occupation: (For example, does it require working outside or indoors? Does it require sitting or standing all day?)

________________________________________________________________________________

This occupation matches my job values, interests, and skills in the following three ways:

________________________________________________________________________________

________________________________________________________________________________

**Occupation #3:** ___________________________ Average Annual Salary: ________________

Three things that a person in this type of occupation does: __________________________________________________________________________________

Three things that I know about the working conditions in this occupation: (For example, does it require working outside or indoors? Does it require sitting or standing all day?)

________________________________________________________________________________

This occupation matches my job values, interests, and skills in the following three ways:

________________________________________________________________________________

________________________________________________________________________________
Educational Planning

For the three occupations you identified, complete the following section using the information you gathered on your Occupational Exploration Worksheets.

Occupation #1: _____________________________

What training or degrees do you need for this career? _____________________________

________________________________________________________________________________

What license, if any, do you need to work in this career? _____________________________

What educational steps do you need to take to prepare for this career? _________________

________________________________________________________________________________

Where will you get your education?_________________________________________________

How long it will it take? ________________  What will it cost? __________________________

How will you pay for it? __________________________________________________________

Occupation #2: _____________________________

What training or degrees do you need for this career? _____________________________

________________________________________________________________________________

What license, if any, do you need to work in this career? _____________________________

What educational steps do you need to take to prepare for this career? _________________

________________________________________________________________________________

Where will you get your education?_________________________________________________

How long it will it take? ________________  What will it cost? __________________________

How will you pay for it? __________________________________________________________

Occupation #3: _____________________________

What training or degrees do you need for this career? _____________________________

________________________________________________________________________________

What license, if any, do you need to work in this career? _____________________________

What educational steps do you need to take to prepare for this career? _________________

________________________________________________________________________________

Where will you get your education?_________________________________________________

How long it will it take? ________________  What will it cost? __________________________

How will you pay for it? __________________________________________________________
My Career and Educational Goals

Short Term Goal (6 months - 1 year): ________________________________

________________________________________________________________

Long Term Goal (2 - 5 years): ______________________________________

____________________________________________________________________

Every long-term goal is made up of many short term goals and steps. As you get closer to your long-term goal, you will set new short term goals.

The steps I need to take now to reach my long-term goals are:

<table>
<thead>
<tr>
<th>Step</th>
<th>Date to complete step</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
</tr>
</tbody>
</table>