

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:

Step	Date to complete step
1.	
2.	
3.	
4.	