

# GET THE JOB

## Career Development Plan

### Set Goals and Take Charge of Your Professional Growth

Career growth rarely happens by accident.

Without a clear plan, it's easy to drift from role to role without making real progress toward your long-term goals.

Whether you're early in your career or looking to make a change, a career development plan can help you take control, stay focused and move forward with purpose.

#### CLARIFY YOUR GOALS

The first step in creating a career development plan is defining what success looks like for you. That might mean reaching a leadership role, transitioning to a new field or building a portfolio of specialized skills.

Spend time thinking about your values, interests and strengths to shape your vision for the future.

Once you've set a long-term goal, assess your current position. What skills and experience do you already have, and where are the gaps? This honest evaluation is critical for creating a plan that's both ambitious and realistic.

Short-term goals can help you stay motivated and measure progress along the way. These might include completing a certification, expanding

your responsibilities at work or improving a specific skill. Small wins build momentum and show you're serious about your growth.

#### TAKE ACTION AND TRACK YOUR PROGRESS

With your goals in place, it's time to take action. Look for opportunities to learn and

grow within your current role. That could mean volunteering for new projects, seeking mentorship or enrolling in professional development programs. Be proactive about discussing your goals with your manager. They may be able to support you with resources or stretch assignments.

Set a regular schedule to

review your progress.

Whether it's monthly or quarterly, these check-ins can help you stay accountable and make adjustments as needed.

If a goal no longer fits your interests or a new opportunity arises, don't be afraid to revise your plan.

Flexibility is just as important as discipline when manag-

ing your career.

Your career is one of your most valuable long-term investments.

By creating a thoughtful, adaptable development plan and committing to consistent action, you can take ownership of your future and shape a path that aligns with your ambitions.



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