

Name: \_\_\_\_\_

Date: \_\_\_\_\_

<b>CAREER GOAL</b> <i>What is your 12-month career goal? Make sure its SMART.</i>

<b>SKILLS GAP</b>	<b>ACTIONS</b>	<b>TIMEFRAME</b>
<i>What skills, knowledge or resources do you need to achieve the career goal(s)?</i>	<i>What actions will you take to address each skill gap?</i>	<i>When will you complete this?</i>