



M E E T I N G P R O F E S S I O N A L S I N T E R N A T I O N A L

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: Specific, Measurable, Attainable, Realistic and within a specific Timeframe.

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?)

| |
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| |
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|---|
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| |
|--|
| 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: | | |
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| | | |
| | | |

| | | |
|--|------------------|------------------|
| What are my development areas and my plan to address these areas? | | |
| 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.