3-5 Year Career Planning Worksheet

Looking Back

1. List three large projects you've worked on in the past 18-36 months. Include as much detail as possible.
Example: Worked on a platform migration project which lasted 6 months. Cross-functional collaboration with Product Management and Project Management as well as CEO.

Project 1

Project 2

Project 3

2. In your answers above, highlight the aspects of each project you enjoyed the most/energized you. **Example above**: This person highlighted that they really enjoyed working with the project management team and with the CEO.

What do you bring to the table?

3. List your soft skills and technical skills. Think about what mentors, previous bosses, or peers would say about you as you work through this exercise.

Example: Leadership PMP Certification Data Analytics Communication

Dream A Little:

4. When you envision your life in the next 10-20 years, what do you see and what do you value?

Example: Financial stability Continued learning Work flexibility

Looking Ahead

5. Think about the next 3-5 years as you start to formulate answers to these questions.

What do you want to do now that you have not been able to do before?

Example: Lead a team, learn a new coding language

What types of skills do you hope to acquire?

Example: more technical expertise, leadership skills, public speaking skills, working with larger scale data

What matters most to you as you look into your career's future?

Example: working for a good cause, financial stability, continued learning

Get Tactical - Working Backwards

6. Map your goals out starting at year 3 or 5 and work backwards from there:

Goals	Year 1	Year 2	Year 3	Year 4	Year 5
Career					START HERE
Education			START HERE		

Example:

Goals	Year 1	Year 2	Year 3	Year 4	Year 5
Career	Skills/role required to get to end goal	Skills/role required to get to end goal	Leadership workshops/ training	Manager of Engineering	Director of Engineering
Education			MBA		

Check In

Career plans are sometimes fluid. Keep this worksheet handy so you can check in regularly to make sure you are on track or if you need to edit it based on new experiences or interests.