

Northeastern University

College of Professional Studies

Career Action Planning Worksheet

Professional Goals	
What do you hope to achieve professionally at the end of your academic program?	
Self-Reflection	
What are the relevant SKILLS and STRENGTHS you have?	
What are your relevant INTERESTS?	
What are the SKILLS areas you will work to acquire, develop, or demonstrate? How will you do this?	
Action Plan	
What are the action steps that you will take to achieve your goals and the deadline for each one?	
<ul style="list-style-type: none">• Experiential Learning – What will you do to prepare for or participate in experiential learning?	
<ul style="list-style-type: none">• Courses – What courses will you take?	
<ul style="list-style-type: none">• Career – What pieces of your personal branding toolkit will you build?•	