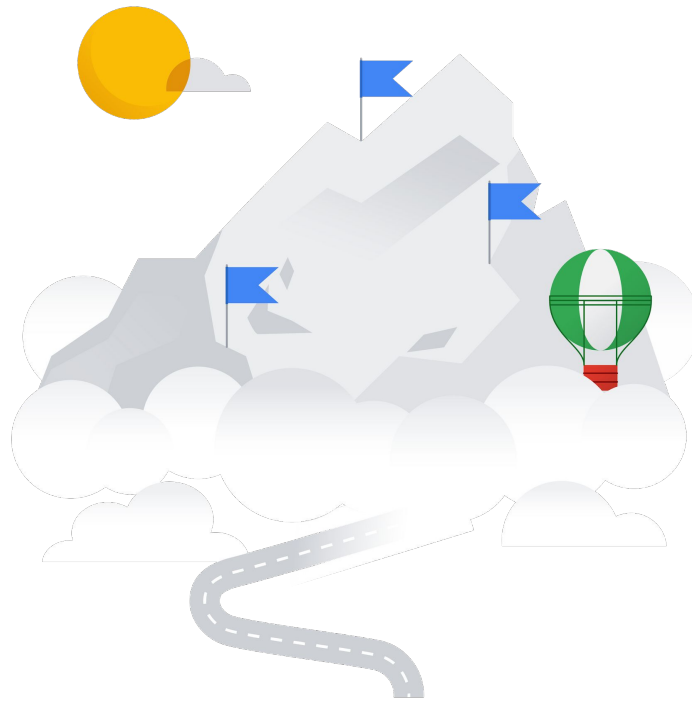


Grow with Google

WORKBOOK

Create a Career Plan To Get the Job You Want



google.com/grow

#GrowWithGoogle



Part 1:

Identify your goal



Your motivations

Use this page to reflect upon your larger life goals and motivations.

For example, is it more important for you to: Do what you love?
Share your expertise? Make money? Make an impact in the world?

REMEMBER: It may not be realistic or even desirable for you to find a career where these elements are perfectly balanced, but identifying your motivations can help you better identify your long-term career goals.

Choose one job/experience

List your tasks / accomplishments

TASKS - assignments or duties you perform as part of a job

Highlight tasks you enjoyed;
strikethrough ones you didn't enjoy.

**ACCOMPLISHMENTS AND
IMPACT** - how your work made a
difference

Add examples of specific
instances of your success

List your skills



Your education and training

List your job-related education and training below:

A large, empty light gray rectangular area intended for listing job-related education and training.



Your long-term goal

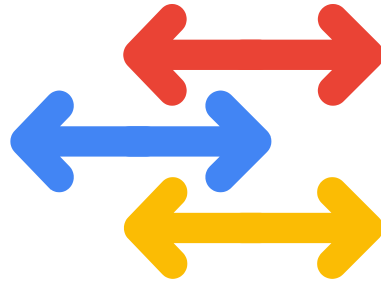
Write your long-term goal below:

TIP: If you get stuck, ask yourself:

- What would you like to be doing 5 years from now?
- What kind of work do you enjoy?
- What issues or problems do you want to fix?

Part 2:

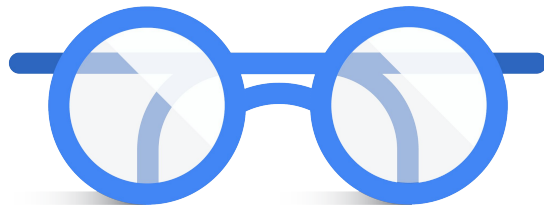
Identify requirements for meeting your goal



Transferable Skills and Experience

List your transferable skills and education below:

TIP: Look back over your list of skills, plus the skills required for your career goal. See which ones may overlap.



Experience, Education and Training

List the education and training that you'll need for your career goal below:

A large, empty light gray rectangular area intended for listing education and training requirements.

TIP: Look back over your list of skills, plus the skills required for your career goal. See which ones overlap.

Part 3:

Choose milestones and goals

Your major goal



Five major milestones

List five milestones you'll need to accomplish in order to meet your goal



1

2

3

4

5

Write goals as SMART goals

Goals for this milestone:

Specific, Measurable, Actionable, Relevant, Time-bound Goals

Goal:

Due by:

Goal:

Due by:

Goal:

Due by:

Goal:

Due by:

Goal:

Due by:

Goal:

Due by: