



CAREER DEVELOPMENT ROADMAP & CHECKLIST

SECTION 1: SELF-ASSESSMENT

Current Career Reflection

- Current Role/Industry:
- What I enjoy about my current work:
- What I dislike about my current work:
- Main reasons for wanting a career change:

Personal Inventory

- My top 5 strengths:
- My top 5 skills:
- Knowledge areas I excel in:
- Areas needing development:

Values & Priorities Assessment

- My core values:
- Non-negotiables in my next career:
- Ideal work environment:
- Preferred work-life balance:



CAREER DEVELOPMENT ROADMAP & CHECKLIST

SECTION 2: EXPLORING NEW CAREER PATHS

Target Career Research

- Industries/fields I'm interested in:
- Specific roles that appeal to me:
- Required qualifications for these roles:
- Salary expectations/market rates:
- Industry growth projections:
- Skills Gap Analysis

Skills Required	My Current Level	Development Needed	Priority

Market Research Notes

- Key trends in target industry:
- In-demand skills for 2025 and beyond:
- Potential challenges in this career path:



CAREER DEVELOPMENT ROADMAP & CHECKLIST

SECTION 3: PEOPLE TO CONNECT WITH

Networking Strategy

- Professional associations to join:
- Industry events/conferences to attend:
- Online communities to participate in:

Key Contacts

Name	Role/Connection	How They Can Help	Contact Date	Follow-up

Informational Interviews

Questions to ask professionals in my target field:

- _____
- _____
- _____
- _____
- _____



CAREER DEVELOPMENT ROADMAP & CHECKLIST

SECTION 4: LEARNING & DEVELOPMENT PLAN

Education & Training

Skills/Knowledge to Acquire	Learning Method	Resource/Provider	Timeline	Cost

Practical Experience

- Volunteer opportunities:
- Freelance/part-time work possibilities:
- Side projects to build portfolio:
- Job shadowing opportunities:



CAREER DEVELOPMENT ROADMAP & CHECKLIST

SECTION 5: TIMELINE & ACTION PLAN

30-Day Goals

- 1. _____
- 2. _____
- 3. _____

90-Day Goals

- 1. _____
- 2. _____
- 3. _____

6-Month Goals

- 1. _____
- 2. _____
- 3. _____

1-Year Goals

- 1. _____
- 2. _____
- 3. _____

Milestones & Key Dates

Milestone	Target Date	Success Measure	Resources Needed



CAREER DEVELOPMENT ROADMAP & CHECKLIST

SECTION 6: TRANSITION PLANNING

Financial Preparation

- Savings goal for transition period: \$ _____
- Monthly budget during transition: \$ _____
- Expected income changes: _____
- Financial contingency plans: _____

Support System

- Key supporters & their roles:
 - _____
 - _____
 - _____
- Resources/services needed during transition: _____

Work-Life Integration

- How will this career change impact other life areas?:
- Strategies to maintain balance during transition:



CAREER DEVELOPMENT ROADMAP & CHECKLIST

SECTION 7: TRACKING PROGRESS & ADJUSTING

Weekly Check-In (Complete Each Week)

- Actions completed this week:
- Challenges encountered:
- Wins/progress made:
- Adjustments needed:

Monthly Review

- Progress toward timeline goals:
- New opportunities discovered:
- Plan adjustments needed:



CAREER DEVELOPMENT ROADMAP & CHECKLIST

SECTION 8: JOB SEARCH STRATEGY

Application Materials

- Resume update needed: _____
- Target companies/organizations: _____
- Job search platforms to use: _____
- Personal brand development: _____

Interview Preparation

- Key stories/examples to highlight: _____
- Questions to ask potential employers: _____



CAREER DEVELOPMENT ROADMAP & CHECKLIST

SECTION 9: VISUALIZATION & MOTIVATION

Career Vision Statement

Why This Matters

- How this career aligns with my purpose: _____
- Impact I want to make: _____

Motivation Reminders

- What to remember when facing challenges: _____
- My support mantra/phrase: _____



CAREER DEVELOPMENT ROADMAP & CHECKLIST

CAREER TRANSITION CHECKLIST

- Completed thorough self-assessment
- Researched target careers/industries
- Identified skill gaps
- Created learning plan
- Built/expanded professional network
- Updated resume and LinkedIn profile
- Developed financial transition plan
- Created detailed timeline with milestones
- Established support system
- Set up regular progress review schedule
- Practiced interview responses
- Developed personal brand
- Prepared for salary negotiations
- Created 90-day plan for success in new role