

MyMnCareers: My Career Plan

mymncareers.org



An English Language
Learner

My Name:

Date:

Step 1: Explore Careers

Find Careers

To learn about your career options, start with jobs that you know about or that interest you. It is helpful to write down the information you find in one place. Later you can add more jobs that seem interesting and then choose the right options for you.

Write down information about jobs you are interested in here:

Job Title	Description	Education/ Training Needed	Wage Range	Other Information

Step 2: Set Goals

Know Your Values

Values are beliefs that are important to you. Thinking about your values will help you answer the question, “Who am I?” The better you know yourself, the easier it will be to find a career that matches your values and skills.

Do an exercise that helps you find your top values, such as the one on the “What Is Important to Me?” page. Write down your top five values here:

Value	Why It Is Important To Me

Make Short-term Goals

A short-term goal is something you want to do this week, this month, or this year. Short-term goals help you think about what you can do right away to better your career or education. Short-term goals can be steps to completing a long-term goal.

Write down some of your short-term goals here. Keep track when you complete a goal and make new goals for yourself.

Name of Short-term Goal	What I Need To Get Done	Date Goal Will Be Complete

Make Long-term Goals

A long-term goal is something you want to accomplish or complete next year or many years from now. Long-term goals require time and planning. Sometimes it takes many steps to complete a long-term goal. These smaller steps can be your short-term goals.

Think about and write down your long-term goals below. They could include career, education, financial or personal goals. Of course, you may not have goals in every area.

Areas	My Long-Term Goals	When Will Goal Be Complete?
Career		
Education		
Finances		
Personal		

Step 3: Get Training

Search for Training Options

Research different options for training so that you can make good decisions.

Directions: Use the tables below to track your research on schools or programs. First, choose a career goal. Next, look for training programs that help prepare you for that career. If you are looking at more than one career, make a new worksheet for each one.

Career Title:

School or Program Name	Type of Training (Degree, license, certification, etc.)	Services for Students	Length of Training	Costs & “Must Haves” to Enroll

Step 4: Learn More

Develop Work Skills

Work skills are things that you can do at your job. You already have many skills. There are also new skills you can learn.

Write down the skills you have and how you might use them.

Skills I Have	How I Can Use It At Work or School

Write down skills that you want to learn to help you with your career.

Skills I Want to Learn	How I Can Learn This Skill