

Career Planning Template

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In this exercise, you'll start by creating a short-term plan where you'll budget your money and time. If you already have a short-term plan, skip to the second part of this exercise where you'll create a long-term plan based on your professional goals. Click [here](#) to make your own copy of the "Career Planning Template" on Google Docs. Feel free to edit and save.

Part 1: Short-Term Plan

Before you start to make a career plan, you should spend some time thinking about your immediate needs. Let's start by budgeting your money. We recommend that you gain work experience while you earn your degree, but the amount of time you should work depends on your financial situation.

Budgeting My Money

How much money do I currently earn per month?

How much money do I need to earn per month? Think about fixed expenses (i.e. rent, bills, childcare), flexible expenses (i.e. entertainment, shopping), and savings.

Example: I need to contribute \$800/month to my family's rent and groceries, and I spend about \$300/month on my cell phone bill, gas, entertainment and other things. I also want to save \$100/month. So the amount I need to earn per month is \$1,200.

How much money do I need to earn per week? Divide the amount of money you need to earn per month by 4 to figure out how much money you need to earn per week.

Example: $\$1,200/4 = \300 per week

Next, let's budget your time. You want to maximize the amount of time you're able to dedicate to your CFA projects and career planning so that you can get the best job possible after you graduate.

Budgeting My Time

How much time do I need to work per week? Divide the amount of money you need per week by 15 (\$15 is the minimum wage in California) to figure out how many hours you need to work per week.

Example: $\$300/\$15 = 20$ hours per week

How much personal time do I need? (i.e. family responsibilities, leisure activities)	
How much time do I plan to spend on CfA projects per week?	
How much time do I plan to spend on career development per week?	

Part 2: Long-Term Plan

What are your current professional goals? Using the example provided, think of at least two professional goals and create a plan to reach those goals.

Example Professional Goal: *Get hired for a full time, entry level position in HR with benefits after graduation*

Step I can take towards this goal:	<i>Complete 3 informational interviews with HR professionals</i>	<i>Secure a HR related externship</i>	<i>Update resume highlighting HR related skills and experience</i>
Deadline for this step:	<i>6 months</i>	<i>1 year</i>	<i>Before graduation</i>
Resources I need to accomplish this step:	<ul style="list-style-type: none"> -List of 10 HR professionals to reach out to -Email template to request informational interviews -Spreadsheet to track outreach and scheduling 	<ul style="list-style-type: none"> -List of organizations that provide externships -Spreadsheet to track applications -Calendar to organize time/workflow balance with school and work 	<ul style="list-style-type: none"> -Mentor, coworker, and/or friend to review/edit resume -Resume template

Professional Goal #1: Write your goal here

Step I can take towards this goal:			
Deadline for this step:			

Resources I need to accomplish this step:			
Professional Goal #2: Write your goal here			
Step I can take towards this goal:			
Deadline for this step:			
Resources I need to accomplish this step:			