

Handout 16.2: Sample Short- and Long-Term Planning

Target Career: Computer support specialist

Long-Term Goal: Complete my bachelor's degree in information technology

Short-Term Goal: Apply to an A+ Certificate Program

| Action Steps: | I will complete that by this date: |
|--|------------------------------------|
| <input type="checkbox"/> Get financial aid packet and application packet from local community college | 12/20/2015 |
| <input type="checkbox"/> Compile income tax info | 01/31/2016 |
| <input type="checkbox"/> Complete and send financial aid application | 02/28/2016 |
| <input type="checkbox"/> Call to set up meeting with admissions officer (ask about child care assistance!) | 03/01/2016 |
| <input type="checkbox"/> Prepare list of all the documents I need to apply | 03/10/2016 |
| <input type="checkbox"/> Call to order transcript from high school | 03/12/2016 |
| <input type="checkbox"/> Complete application | 04/31/2016 |
| <input type="checkbox"/> Have a friend look over application for errors | 05/20/2016 |
| <input type="checkbox"/> Complete new application if there are mistakes in first one | 06/18/2016 |
| <input type="checkbox"/> Mail application or fill out on-line | 06/20/2016 |

Long-Term Goal: Get a job as a computer support specialist earning at least \$37,000 per year at entry

Short-Term Goal: Get experience working with computers

| Action Steps: | I will complete that by this date: |
|--|------------------------------------|
| <input type="checkbox"/> Update resume | 05/15/2017 |
| <input type="checkbox"/> Ask in school computer lab to find out if there are jobs or volunteer opportunities | 06/15/2017 |
| <input type="checkbox"/> Look in newspaper and online for starter jobs | 08/02/2017 |
| <input type="checkbox"/> Meet with information technology professor to get tips on starter jobs. | 08/10/2017 |
| <input type="checkbox"/> Apply to at least six starter computer jobs | 09/20/2017 |