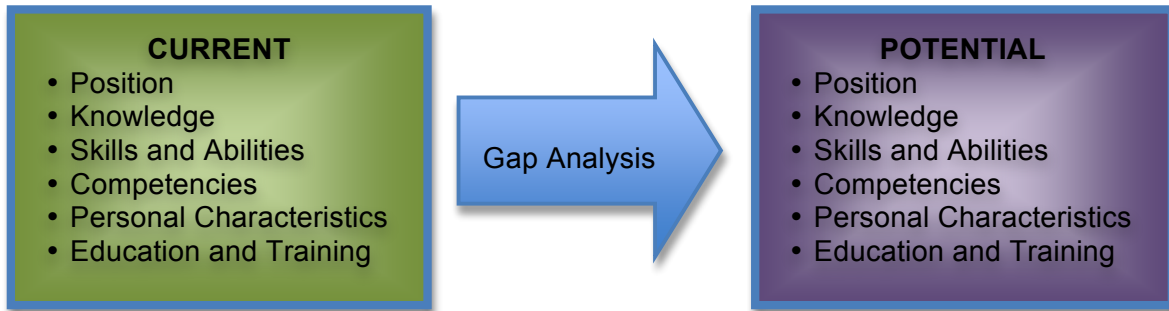




Career Planning Tool and Action Plan

By Gabrielle K. Gabrielli, Ph.D.



Current Position	Position Desired	
<p>Knowledge Understanding of concepts needed for the position. <i>Example:</i> Knowledge of accounting principles</p>	<p>Knowledge</p>	<p><u>Planned</u> <u>Completed</u></p>
<p>Skills and Abilities Things you do well. Competence. <i>Examples:</i> good verbal and written communication, computer skills</p>	<p>Skills and Abilities Needed</p>	<p><u>Planned</u> <u>Completed</u></p>

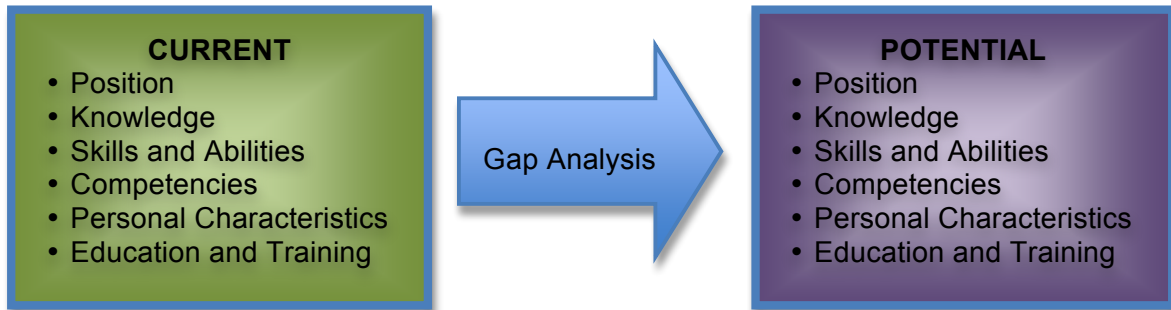
© Gabrielle Consulting, Inc.

For more information, email gabrielle@gabrielleconsulting.com.



Career Planning Tool and Action Plan

By Gabrielle K. Gabrielli, Ph.D.



Competencies The ability to do something successfully. <i>Example:</i> accountability, problem and conflict resolution		Competencies to Develop		<u>Planned</u>	<u>Completed</u>
Personal Characteristics		Personal Characteristics to Develop			
Talents unique ability for achievement. <i>Example:</i> works well with others		Talents		<u>Planned</u>	<u>Completed</u>
Drive Initiative. <i>Examples:</i> self-motivated, dedicated		Drive		<u>Planned</u>	<u>Completed</u>
Temperament Emotional traits and emotional intelligence. <i>Examples:</i> patient, assertive, adaptable		Temperament		<u>Planned</u>	<u>Completed</u>
Intelligence Capacity to learn, reason, understand. <i>Example:</i> ability to analyze and synthesize information		Intelligence		<u>Planned</u>	<u>Completed</u>
Personality Character. <i>Examples:</i> reliable, hard-working, ethical		Personality		<u>Planned</u>	<u>Completed</u>
Education and Training		Education and Training Needed		<u>Planned</u>	<u>Completed</u>

© Gabrielle Consulting, Inc.

For more information, email gabrielle@gabrielleconsulting.com.