

CAREER GOAL SETTING & PROGRESS LOG

Review Period: 2024 / Q1 - Q4
Professional Name: _____
Current Role: _____
Primary Focus: _____
Target Promotion/Role: _____

SPECIFIC GOAL	KEY ACTIONS / MILESTONES	DEADLINE	RESOURCES NEEDED	PROGRESS STATUS
Ex: Obtain AWS Solutions Architect Cert	â€¢ Complete Cloud Academy Course	Oct 15	Exam Voucher, \$300 Budget	Planned
	â€¢ 3 Practice Exams			Active
	â€¢ Schedule Exam			Complete
				Planned
				Active
				Complete
				Planned
				Active
				Complete
				Planned
				Active
				Complete

Reflection & Notes

Professional Career Development Template • Internal Use Only