

CAREER AND LIFE PLANNING EXERCISE



AIM

Career Tracker Worksheet

The countdown to your career is at hand. Are you prepared?

Career Tracker Worksheet

In this activity will take the critical milestones and finish dates you identified in the Career Tracker Exercise and formulate your implementation strategy beginning 24 months out to identify the appropriate start date.

Objectives:

By the end of this exercise the participant/candidate will be able to:

- Formulate and implement plan based on 24 month reverse planning schedule.
 - Identify and place critical milestone's with their supporting milestones into a 24 month work plan.
 - Determine the appropriate start date for each milestone using reverse planning from the drop dead (finish) date to determine the appropriate started date and allow sufficient time to complete all tasks and activities.
 - Maintain orderly progress toward completing milestones by adhering to or revising the worksheet as needed.



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How to Use This Tool:

1. Identify/select your critical milestones from E-01 Developing a Job Search Timeline . These are the "end states" you want to achieve and will represent your "drop dead or finish dates" for completion. Determine the "finish date." for each critical milestone and place it into your 24 month calendar.
2. The "Action Items" are the supporting milestones you will need to complete to achieve that critical milestone. The action items should be chronological but may appear in different months within the 24 month calendar.
3. The start date for each critical milestone will be determined by using the earliest start date from its' associated supporting milestones.
4. Place the supporting milestones into the 24 month calendar by the finish date and then use reverse planning the time you will need to complete the lead-in tasks and activities to determine the start date.
5. This process will define your schedule over the 24-month period.
6. Once you achieve the milestone (critical or supporting) simply check it off in the corresponding checkbox.

Related Resources

To view resource, click on the desired Title or go to <http://physiciancareerplanning.com/> and type in the title or Resource No. into the "Enter Keyword" field and click search.

TITLE	RESOURCE NO.
Job Search Timeline	ST-01
Developing a Job Search Timeline	E-01
Creating Your Personal Advisory Team	E-30




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Instructions:


The tables below represent the months leading up to the date you intend to begin your medical career, with T-24 being 24 months before your start date. To complete the tables, begin by listing the milestones and finish dates you identified in the Career Tracker Exercise under the appropriate month. As you record each finish date, estimate the time needed to reach the milestone and calculate the start date. Once you complete the task, place a check in the "Check Mark" column.

Graduation from Residency:


(T-24 months)

Step	Milestone	Start	Finish	

(T-18 months)

Step	Milestone	Start	Finish	


(T-12 months)

Step	Milestone	Start	Finish	


(Continue on next page)

Career Tracker Worksheet


(T-9 months)

Step	Milestone	Start	Finish	


(T-4 months)

Step	Milestone	Start	Finish	

(T-3 months)

Step	Milestone	Start	Finish	

(T-2 months)

Step	Milestone	Start	Finish	

(T-1 months)

Step	Milestone	Start	Finish	