

Career Development Action Plan

Self-Assessment

Strengths

List your key knowledge, skills, and relationships. Include information from assessments such as McQuaig or StrengthsFinder.

Opportunity Areas

Identify additional knowledge, skills, and relationships you need develop to progress in your career.

Career Goals

Short-term (6 months-1 year from now)

Mid-term (1-2 years from now)

Long-term (3-5 years from now)

Identify Mentors and Sponsors

List individuals who could support your career development. Include all mentorship programs available through professional associations (e.g., BIA, CREW, NAIOP, ULI).

Approach Plan

Outline how you will approach these individuals (e.g., become a member, email someone, request a meeting with someone, ask for someone to introduce you, etc.).

Mentorship Action Plan

Mentor Contact Information

Name

Title

Company

Email

Phone #

What stands out about this person

Mentorship Goals

Goal 1

Goal 2

Goal 3

Mentorship Activities

Activities to build knowledge, skills, and people to meet.

Activity 1

Timeline

Activity 2

Timeline

Activity 3

Timeline

Add Value to the Relationship

To add value, focus on identifying and solving problems, offering insights, or contributing skills and expertise that help your mentor achieve their goals. May be related to personal, professional, or community goals.

Earn Sponsorship

Earning sponsorship requires building authentic relationships with senior leaders who can advocate for your career. Demonstrate consistent performance, leadership potential, and a clear career vision. Sponsors invest in those with capability and drive, so showcase your skills, take initiative, and communicate your ambitions to leaders who can support your advancement.

Evaluate

Reflect on how well the mentorship helped you achieve your goals, whether you gained new skills or insights, the quality of guidance and feedback provided, and how the relationship has contributed to your personal and professional growth and overall career progress. Discuss with your mentor.