My career goal is to **transition from administrative assistant to executive assistant by January 20XX**.

My career objectives for 20XX are:

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| 1. Attain the PACE certification
 |
| 1. Attend one professional development conference for administrative professionals
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| 1. Create a professional portfolio
 |
|  |

My accountability partner(s) will be:

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| Jane Doe |
|  |

I will track and review my progress each month on the \_\_\_\_\_\_\_\_\_ day of the month.

Dates I reviewed my progress:

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| **OBJECTIVE 1:** Attain the Professional Administrative Certification of Excellence (PACE) by June 20XX.  |
| Steps/tasks involved: | Resources I may need to complete this: | Targeted Completion Date: | Start Date: | Actual Date Completed: |
| 1. Research certification information on the ASAP website.
 |  | January 15, 20XX |  |  |
| 1. Speak with Training Advisor about curriculum.
 |  | February 1, 20XX |  |  |
| 1. Ask boss about allocated funds for my professional development.
 | Professional development budget | February 2, 20XX |  |  |
| 1. Purchase exam once I have approval.
 |  | February 10, 20XX |  |  |
| 1. Map out a study plan to prepare for the exam.
 | $ to print physical study materials at Staples | February 10, 20XX |  |  |
| 1. Find study group on the ASAP Circle.
 |  | February 10, 20XX |  |  |
| 1. Complete Module 1.
 |  | February 28, 20XX |  |  |
| 1. Join PACE Prep Course.
 |  | February 29, 20XX |  |  |
| 1. Complete Module 2.
 |  | March 21, 20XX |  |  |
| 1. Complete Module 3.
 |  | April 21, 20XX |  |  |
| 1. Complete Module 4.
 |  | May 21, 20XX |  |  |
| 1. Review the practice quizzes.
 |  | May 25, 20XX |  |  |
| 1. Review the sections I need additional study time on.
 |  | May 30, 20XX |  |  |
| 1. Final preparation and studying for the exam.
 |  | June 6, 20XX |  |  |
| 1. Take the exam
 |  | June 8, 20XX |  |  |
| 1. Passed the exam!
 |  | June 9, 20XX |  |  |

Notes / Comments / Challenges I faced and how I overcame them:

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| **OBJECTIVE 2:** Attend one professional development conference for administrative professionals in 20XX. |
| Steps/tasks involved: | Resources I may need to complete this: | Targeted Completion Date: | Start Date: | Actual Date Completed: |
| 1. Research administrative conference options and dates.
 |  | February 15, 20XX |  |  |
| 1. Research the travel expenses associated with the event – air travel, hotel, meals, etc.
 |  | February 28, 20XX |  |  |
| 1. Talk to my boss about the options I’ve researched and seek approval for attending.
 |  | March 15, 20XX |  |  |
| 1. Register for the Administrative Professional Conference.
 |  |  |  |  |
| 1. Review session topics and make schedule prior to attending.
 |  |  |  |  |
| 1. Connect with other attendees on the ASAP Circle.
 |  |  |  |  |
| 1. Attend the conference.
 |  |  |  |  |
| 1. Send a thank you note to my boss for allowing me to pursue professional development and for supporting me in doing so.
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Notes / Comments / Challenges I faced and how I overcame them:

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| **OBJECTIVE 3:** Develop a professional portfolio to showcase and prove my skills and experience by July 20XX. |
| Tasks involved: | Resources I may need to complete: | Targeted Completion Date: | Start Date: | Actual Date Completed: |
| 1. Take a class, check out a book, or research online regarding how to get started.
 | $15 for a book$49 for a classTime to research online | February 28, 20XX |  |  |
| 1. Create a list of items to include:
	* Resume
	* References
	* Diploma copy
	* Training certificates
	* Letters of recommendation
	* Work samples
 |  | March 31, 20XX |  |  |
| 1. Create list of projects I’ve worked on within the past year that I want to include.
 |  | March 31, 20XX |  |  |
| 1. Create list of community service or association (i.e. ASAP) committees I’ve served on or worked on projects with.
 |  | March 31, 20XX |  |  |
| 1. Purchase a binder and tabbed dividers to start assembling it.
 | $6 for view binder$4 for tabbed dividers | March 31, 20XX |  |  |
| 1. Begin collecting samples I want to include and put them in the binder.
 |  | April 30, 20XX |  |  |
| 1. Create cover sheets for each project explaining my role in the project (Project, Action, Results)
 |  | April 30, 20XX |  |  |
| 1. Have a friend, colleague, or mentor review the materials for accuracy, content, and relevance.
 |  | May 31, 20XX |  |  |
| 1. Begin using the portfolio for performance reviews, one-on-one meetings with my manager, or job interviewing.
 |  | June 15, 20XX |  |  |

Notes / Comments / Challenges I faced and how I overcame them: