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 |
| 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. |  |  |  |  |

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 class  Time 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: