



## On Point Career Tracker Worksheet

**Track your wins. Identify growth. Plan your next steps.**

### 1. Achievements & Wins

*Reflect on what you've accomplished since your last check-in.*

- Key projects completed: \_\_\_\_\_
- Skills you developed: \_\_\_\_\_
- Promotions, recognitions, or milestones: \_\_\_\_\_
- Wins you're proud of: \_\_\_\_\_

### 2. Challenges & Lessons Learned

*Identify what held you back and what you learned.*

- Obstacles faced: \_\_\_\_\_
- Lessons learned: \_\_\_\_\_
- Skills or resources you need to overcome challenges: \_\_\_\_\_

### 3. Skills & Strengths Audit

*Assess your current capabilities and gaps.*

- Top 3 strengths you're leveraging: \_\_\_\_\_
- Skills you want to strengthen: \_\_\_\_\_
- New skills to acquire: \_\_\_\_\_



[Website](#) [Email](#)

## 4. Career Goals & Opportunities

*Set clear, actionable goals for the next 3–6 months.*

- Short-term goals: \_\_\_\_\_
- Long-term goals: \_\_\_\_\_
- Opportunities to pursue (networking, training, projects):  
\_\_\_\_\_

## 5. Reflection & Action Plan

*Turn insight into action.*

- What can I start doing today to move closer to my goals?  
\_\_\_\_\_
- Small steps to maintain momentum: \_\_\_\_\_
- Who or what can support me on this journey? \_\_\_\_\_

**Tip:** Revisit this worksheet monthly or quarterly to see how far you've come and adjust your strategy. Small, consistent reflection creates **big career momentum**.