

Career Mapping Worksheet

Designing Your Legal Career Path Use this worksheet to identify your current role, future aspirations, skill gaps, and development strategies to grow within your legal organization.

◆ Section 1: Current Role Snapshot

Describe your current position and responsibilities.

Role Title	Department/Firm	Key Responsibilities	Strengths in Role

◆ Section 2: Career Goals

Outline your short-, mid-, and long-term career aspirations.

Time Horizon	Desired Role or Title	Motivation	Alignment with Firm Strategy
1 Year			
3 Years			
5+ Years			

◆ Section 3: Skills & Competency Assessment

Evaluate your current skills and identify areas for growth.

Skill Area	Current Level (1-5)	Needed Level	Gap Description
Legal Expertise (e.g., contracts)			
Leadership & Management			
Client Relationship Management			
Technology & Tools			

◆ Section 4: Development Plan

List activities that will help you close skill gaps and prepare for future roles.

Activity	Type (Training, Mentorship, Project)	Timeline	Support Needed
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◆ Section 5: Milestones & Metrics

Track progress toward your career goals.

Milestone	Target Date	Success Indicator	Status
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◆ Section 6: Career Conversations

Plan regular check-ins with mentors or managers.

Meeting Date	Discussion Topics	Action Items	Follow-Up Date
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◆ Section 7: Organizational Opportunities

Identify internal opportunities that align with your goals.

Opportunity (e.g., new role, committee, client)	Relevance to Career Path	Application Strategy
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◆ **Section 8: Personal Values & Motivators**

Clarify what drives your career decisions.

Value or Motivator	How It Shows Up in Your Work	Role Fit
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◆ **Section 9: Career Map Summary**

Summarize your career path visually or narratively.

Example: "Currently a litigation associate → develop client management and leadership skills → aim for partner track in 5 years."

✔ **Final Reflection**

What's one action you'll take this quarter to move closer to your career goal?