My Library Career Development Plan

BiblioTemps®
Massachusetts Library System

Small steps today can lead to big opportunities tomorrow!

Professional development is about more than attending webinars or earning certificates. It's about discovering your interests, building your confidence, and developing skills that can help you reach your career goals.

Use this worksheet to think about where you are in your library career, where you'd like to go, and what steps you can take to get there. Remember, your plan doesn't have to be perfect, and you can change it anytime!

Name: _____

Date: _____

Part 1: Where Am I Now?

Before deciding what, you'd like to learn, take a few minutes to recognize the skills and experiences you already have.

1. What do I enjoy most about working in libraries, or what interests me about entering the library profession?

2. What skills and strengths do I already have?

Think about library-specific skills, customer service, technology, communication, organization, or experience from other jobs.

3. What skills or areas of library work would I like to learn more about?

4. Where would I like to be in my library career in the next 1–3 years?

This might mean finding your first library job, exploring a different library setting, taking on new responsibilities, or moving into a leadership role.

Part 2: Identify My Learning Goals

Think about the skills needed for the positions that interest you. If you're job searching, review a few job descriptions and look for qualifications that appear frequently.
Choose one or two skills you'd like to develop.

Skill or knowledge area	Why is it important to me?
1.	
2.	

Turn Your Interests Into Goals

Try to make your goals specific and achievable.

Example: Instead of "Learn more about library technology," try "Complete two free Excel tutorials and create a sample library program attendance spreadsheet within the next 30 days."

My Goal #1:

I would like to accomplish this by: _____

My Goal #2 (optional):

I would like to accomplish this by: _____

Part 3: Find My Learning Opportunities

Professional development doesn't have to be expensive! Explore free webinars, self-paced courses, professional articles, and other learning opportunities.

Some places to start:

- **WebJunction:** Free library-focused webinars and courses — https://www.webjunction.org
- **Infopeople:** Webinars on library services, technology, and workplace skills — https://www.infopeople.org
- **MLS Learning Hub:** Free professional development for MLS member library staff — https://learn.masslibsystem.org

Other opportunities might include mentoring, volunteering, reading professional publications, or practicing a new skill.

Resources or activities I'd like to explore:

Resource or activity	Skill I hope to develop

How much time can I realistically dedicate to professional development?

☐ 15–30 minutes per week

☐ 1 hour per week

☐ 2–3 hours per week

☐ Other: _____

Part 4: My 30-Day Action Plan

Now it's time to turn your goals into small, manageable steps.

My main goal for the next 30 days:

Week	My action step	Completed
Week 1: Explore		☐
Week 2: Learn		☐
Week 3: Practice		☐
Week 4: Reflect		☐

What might make it difficult to complete my plan?

What could help me overcome those challenges?

Part 5: Track My Progress

Use this section to record learning activities, even small ones! Completing a training session, practicing a new skill, or connecting with another library professional all count as progress.

Date	What I learned or accomplished	How I can use it

Tip: Keep certificates of completion, training notes, and examples of projects you've worked on. These can help you update your resume and prepare for future interviews.

Part 6: Reflect and Celebrate!

At the end of 30 days, take a few minutes to reflect on your progress.

1. What is one thing I learned this month?

2. What accomplishment am I most proud of?

3. Did I discover any new interests or career possibilities?

4. What challenges did I experience, and what might I do differently next time?

5. What's one skill or topic I'd like to explore next?

My Next Step

One thing I will do this week to invest in my professional growth:

I'll complete this step by: _____

A Final Reminder

Your professional development plan belongs to you. It doesn't need to look like anyone else's, and there's no deadline for becoming the library professional you want to be.

Some months you'll have lots of time and energy to learn. Other months, simply keeping up with everything else in your life will be enough.