# Housing Specialist 90-Day Career Development & AI Productivity Workbook

The Housing Specialist™ — Housing Made Possible

Free professional tool. Print or complete electronically. Use responsibly.

## 1. Professional Skills Assessment

Rate yourself: 1 = Needs Improvement  3 = Developing  5 = Strong

| Competency | Rating (1–5) | Notes |
|---|---|---|
| Client assessment & housing planning | | |
| Documentation & case notes | | |
| Landlord & broker communication | | |
| Housing package preparation | | |
| Inspection & approval follow-up | | |
| Housing stabilization support | | |
| Time management & caseload organization | | |
| Professional boundaries & ethics | | |
| Problem-solving under pressure | | |
| Responsible use of tools & AI | | |

## 2. Days 1–30: Assess & Organize

**Priority areas to improve:**

1. _____
2. _____
3. _____

| Week | Main Focus | Key Actions | Done |
|---|---|---|---|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |

## 3. Days 31–60: Improve Execution

| Week | Main Focus | Key Actions | Done |
|---|---|---|---|
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |

## 4. Days 61–90: Measure & Grow

| Week | Main Focus | Key Actions | Done |
|---|---|---|---|
| 9 | | | |
| 10 | | | |
| 11 | | | |
| 12 | | | |

## 5. Responsible AI Productivity

**Practical AI Use**
Tasks I will use AI for: _____
Tasks I will not use AI for: _____

**Safeguards & Verification**
■ Verify important program information with official sources.
■ Do not enter sensitive client data into unauthorized AI tools.
■ Review AI-generated content before using it professionally.
■ Maintain my own professional judgment.

## 6. Training & Career Development Tracker

| Learning Goal / Training | Target Date | Status | Notes |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

## 7. 90-Day Performance Review

**Key Accomplishments**
1. _____
2. _____
3. _____

**Areas Still Needing Attention**

_____
_____

**Goals for the Next 90 Days**
1. _____
2. _____