Having a career action plan can help you to remain focused. It can help you assess where you are   
and help you monitor your progress.

You can print this action plan out and work through it. Just remember to review it regularly.

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| **1. What are your current goals?** |

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| Write your goals and a target date for each one below: |

**Target date**

Goal

|  |  |
| --- | --- |
| |  | | --- | | **TIP** Make sure your goals follow the **SMARTER** principle:  **S**pecific, **M**easurable, **A**chievable, **R**elevant, **T**imed, **E**valuated, **R**eviewed  **TIP** Give yourself plenty of time to achieve your goals. |     **2. What are the benefits of achieving your goals?** |
| |  | | --- | | **TIP** Consider such things as lifestyle, income, skill development and family and friends. |   **3. What are the possible obstacles to achieving your goals?**  Write the obstacles and the possible solutions for each one below:  Possible solution  Obstacle |
|  |

**TIP** It can be helpful to talk to others about possible solutions.

**4. Who can help me with my goals?**

**TIP** Use your networks, colleagues and friends you trust to support you.

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**5. What are the action steps for achieving your goals?**

Write your goals and the action steps for each one below:

Action steps

Goal

**TIP** Review your plan regularly and as you reach your goals, set some new ones!