

Career action plan

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.

1. What are your current goals?

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

Goal	Target date

TIP Make sure your goals follow the **SMARTER** principle:
Specific, Measurable, Achievable, Relevant, Timed, Evaluated, Reviewed

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:

Obstacle	Possible solution

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.

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

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

Goal	Action steps

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