



Career Action Plan

A strategy to obtaining success

When charting your career path this action plan will help guide you and keep you on track to your success. This is a guide that can assist a professional in finding his/her next job, career advancement and creating reachable goals.

<p>Define success for yourself. Is it the same as it was 10 years ago? If it has changed, what now matters to you more than back then?</p>	
<p>What impact are you trying to make and on whom? (your family, community, the world) What is your why?</p>	

What roles and industry are you interested in?

Job Title/Role	Industry
<p>Describe the ideal opportunity for your career i.e. global travel, type of work life balance, level of responsibility, telecommuting, etc.</p>	

**Identify companies
you want to work
for.**

Set C.A.R.E.E.R. Goals

When setting goals for your career the SMART model isn't enough, you need to set goals that are CAREER focused.



Challenging: Set a goal(s) that will challenge you in your career to assist you in getting to the next level.

Accelerated: Set a goal that will increase your skills and push you to move with a sense of urgency

Realistic: Set a goal that is real to you. Set a goal to get a promotion in a timely manner not one that has you CEO of your competitors when you aren't the current CEO.

Empowering: Set a goal that will make you feel good about what you are doing and uplift you not one that brings you down or your quality of life

Evolving: Set goals that will allow you to evolve with new industry trends and technological advances

Reachable: Set a goal that can be reached within a timely manner. Don't put yourself in the C-suite in 6 months when you aren't a senior level manager yet.

Write down these goals on the following page. Share them with your mentor and accountability partners and adjust as necessary.

Challenging	
Accelerated	
Realistic	

Empowering	
Evolving	
Reachable	

HOW TO OBTAIN MY C.A.R.E.E.R. GOALS

<p>Identify what steps need to be taken to reach these goals. i.e., meeting individuals in your industry, freeing up time, focusing, new resume, career coach, mentor, etc.</p>	
<p>Identify who can help you reach these goals. This would be your support system and people not in your network that you have identified to contact</p>	

What research is required on your part to reach these goals?

I.e. look up a class towards a certification or a programming language, find a master's program in your field, learn latest method in something in your field.

What organizations can you connect with or join in your industry?

Create your timeline	What will be completed within each time frame? What do you have to do? Set yourself on a schedule to not be distracted.
Month 1	
Month 3	
Month 6	
Month 9	
Month 12	



You have drafted the things you need to make your dreams a reality.

Take the following steps and go reach your goals.

Accountability Steps

1. Get an accountability partner to discuss goals with
2. Take action on the steps from the previous page within 2 weeks.
3. Identify who can help
4. Do the research
5. Connect with the organizations
6. Check in with your accountability partner for your status
7. Take the next step

Prepare for your interview and next career steps

1. Do your research on the company
2. Create a portfolio of your accomplishments
3. Design an introduction, how are you telling your story?
4. Have a set of questions for your interviewer; 3 questions minimum
5. Identify someone in the company/department you can talk to about the company culture to ensure it's a fit for you.

Review your plan semi-annually (every 6 months) to see if you are still on track or need to make adjustments. You can always adjust, rewind or start over.

The important thing to remember is to be flexible with yourself, it's ok to change your mind, just adjust your plan and keep going just don't give up. Your happiness is at stake and is worth it!