

MY CAREER PLAN

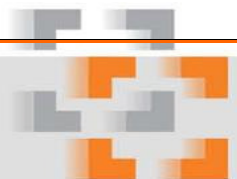
The most important part of searching for a new job is to first consider your longer-term career objectives as well as your personal life objectives.

STEP 1: LONG TERM GOALS: Write down 5 personal and/or career goals

1
2
3
4
5

Make sure the goals are specific and achievable. Here are some questions you can ask yourself to ensure you think about the above goals clearly.

Who would I like to become? As a person as well as in your career:
What personality traits do I have already and what traits would I like to develop?
What skills do I currently have and what skills do I need to develop?
If I asked my friends and family what would they say I am good at?
When have I been commended for my skills/behavior at work?
Who do I need to contact/speak to who could help – do I have any mentors?





How much money do I need to earn?

How much money would I like to earn?

What parts of my lifestyle do I enjoy and are they dependent on my earning?

What would I like to buy if I earned the right amount of money?

What type of work environment would I like to work in – size, atmosphere etc?

Some of the organisations I would like to work for include:

What has stopped me achieving my goals so far?

What aspects of my working life do I want to change?

How important is money when I look for a job?

What things do I want to do in my free time?

How will these enrich or improve my life?

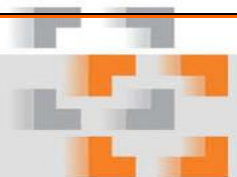
What is most important to me in terms of work-life balance?





STEP 2: ACTIONS REQUIRED TO ACHIEVE MY GOALS

Goal	What steps have I already taken to achieve my goals? (Include skills you have)	What further steps can I take to achieve my goals? Who can help me?	Date I plan to take action or complete goal.
1			
2			
3			
4			
5			



STEP 3: THIS IS WHAT MY FUTURE CAREER MAP LOOKS LIKE:

Year one job title	
Salary/benefits I am earning:	
Responsibilities I have:	
Skills I am using:	
Type of company I am working for:	

Year three job title	
Salary/benefits I am earning:	
Responsibilities I have:	
Skills I am using:	
Type of company I am working for:	

Year five job title	
Salary/benefits I am earning:	
Responsibilities I have:	
Skills I am using:	
Type of company I am working for:	

