**Career Plan Template**

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| 1. Self evaluation   What are you passionate about? What motivates you? What do you value? |  |
| What are your top 5 strengths? |  |
| What are 3 things you are really good at doing? |  |
| What’s your ideal employment situation and work environment? |  |
| 1. Possibilities   I would love to be……  What industries….  To achieve this I need….. |  |
| Or I could be……  To achieve this I need….. |  |
| Or I could be……  To achieve this I need….. |  |
| What do you need to do/learn to be ready for opportunities? |  |
| Get input and opinions to test your thinking with family and friends. Test your thoughts and ideas |  |
| 1. Weigh up your options and the key considerations listing Pros and Cons for each possibility |  |
| Idea 1 List the Pros (workplace, lifestyle, money, advancement) |  |
| List the Cons |  |
| Idea 2 List the Pros |  |
| List the Cons |  |
| 1. Set your goals |  |
| What are your steps you are going to take? |  |
| Short Term Goals  Completed by date |  |
| What’s first, list the steps and actions |  |
| Long Term goals  Completed by date |  |
| Share your goals with people you’ve consulted, again testing ideas and getting support. |  |
| 1. **Regularly review your plans** |  |
| Check you’re on track, reaching your goal deadlines and achievements |  |
| Be open to opportunities that emerge and check them against your goals to see how they fit. |  |
| Hold small celebrations when you reach your milestone or goal. Share with your friends and family. |  |