

## CAREER ACTION PLAN OVERVIEW

A career action plan enables you to focus your thoughts and ideas into a series of steps to achieve your career objectives within a realistic timeframe. Below we have included the [Career Action Plan Process](#) as well as a [Career Action Plan worksheet](#) to help you start working towards your career goals.

### The Career Action Planning Process

The process of career action planning takes into account the fact that situations change and plans need to be reviewed and altered.



#### 1. Develop self-awareness.

Answer the following questions to reflect on who you are, which will create the foundations of your career action plan.

- a. My life:
  - i. Do you feel in control of your life?
  - ii. Do you have a clear sense of purpose?
  - iii. How do you like to spend your free time?
- b. My needs:
  - i. What do you need to feel fulfilled in life?
  - ii. What motivates and inspires you?
  - iii. What is important to you in work and life?

#### 2. Explore future options.

- a. My future:
  - i. What kind of work would you like to do?
  - ii. What kind of organisation would you like to work for?
  - iii. What is your preferred work environment?
  - iv. What would you do if you knew you couldn't fail?
  - v. Is anything holding you back? If so, how could you change this?
  - vi. What do you want to realistically achieve in the next 18 months?
  - vii. What are your options and priorities for the future?
- b. My goals:
  - i. What will I do? What is my broad aim/s?

### 3. Develop an action plan.

#### a. Set SMART goals.

|                   |   |
|-------------------|---|
| <b>Specific</b>   | Identify a clear outcome that you want to achieve                       |
| <b>Measurable</b> | How will you know when you've done it?                                  |
| <b>Achievable</b> | Is it feasible within your timeframe?/Are you motivated to complete it? |
| <b>Relevant</b>   | Is it relevant to your career aims?                                     |
| <b>Timed</b>      | When will you complete this by?   |

#### Setting SMART goals:

- Develop a list of organisations in my areas of interest;
- Regularly consult open positions on different job board channels e.g. Seek, LinkedIn, The Loop etc.;
- Make sure my job application is up-to-date and get it reviewed by a colleague or HR professional;
- Create a professional LinkedIn profile that clearly shows my interest in these areas;
- Use LinkedIn Alumni to identify UOW alumni working in my areas of interest;
- Attend events related to these areas, both online and in person; and
- Establish and maintain my professional network e.g. join 'Sustainability Illawarra' and other networks.

### 4. Take actions.

- Regularly assess your commitment to completing your goals;
- As your knowledge and understanding of the career areas develop, consider how the goal relates to your values, developing skills, personality and external circumstances. Revise your goals and aims as needed;
- Make lists and set reminders;
- Ask for help;
- Reward yourself for achieving milestones along the way to achieving your broad goal.

### 5. Review your progress.

It's important that you regularly review your plan to ensure your goals are still appropriate and attainable. It also gives you the opportunity to add new goals as your situation and priorities change. If you encounter obstacles along the way, don't see them as setbacks, instead treat them as a learning opportunity for reflection and revise your plan accordingly.

## The Career Action Plan worksheet

|  |                |                          |
|--|----------------|--------------------------|
| <b>My Profile</b>  |                |                          |
| <b>Personal characteristics</b>  |                |                          |
| My current skills and abilities  |                |                          |
| My values  |                |                          |
| My interests   |                |                          |
| My proudest achievement  |                |                          |
| <b>Educational background</b>  |                |                          |
| Degree/s   |                |                          |
| Favourite subjects   |                |                          |
| Least favourite subjects   |                |                          |
| Other qualifications e.g. Certificates, First Aid etc.                         |                |                          |
| Future study prospects   |                |                          |
| <b>Paid &amp; unpaid employment history (include co-curricular activities)</b> |                |                          |
| Employer / organisation  | Position title | Type of tasks undertaken |
|  |                |                          |
|  |                |                          |
| <b>My Future</b>   |                |                          |
| <b>Career Vision</b>   |                |                          |
| Potential organisations  |                |                          |
| Potential roles  |                |                          |
| Education required   |                |                          |
| Experience required  |                |                          |
| Skills required  |                |                          |
| Ways to enhance my employability to meet the above needs required:             |                |                          |
| <b>My Career Action Plan</b>   |                |                          |
| My career development SMART goal/s<br>(You can list more than one)             |                |                          |
| How will I achieve my goal/s?  |                |                          |

|  |                      |
|--|----------------------|
| Why are goal/s important?  |                      |
| When will I complete my goal/s by?   |                      |
| <b>My Review</b>   |                      |
| <b>Which goals have I achieved?</b>  |                      |
| My education/training goals  | When I achieved them |
|  |                      |
|  |                      |
|  |                      |
| My career development goals  | When I achieved them |
|  |                      |
|  |                      |
|  |                      |
|  |                      |
| <b>Resources I need to help me</b>   |                      |
| Sources of information<br>(Degree related society or professional network group, Fair Work etc.)             |                      |
| Who can help me<br>(Mentor, Peers, Family, current employer, associations/ networks (online and local) etc.) |                      |
| <b>Areas I need to develop</b>   |                      |
| Attributes<br>(Personal characteristics such as motivation, emotional intelligence, resilience etc.)         |                      |
| Skills<br>(Communication, organisational, team work, technical skills etc.)                                  |                      |