



MY CAREER

PLANNER

Whether you're looking for work, working in a job you don't love, or even lucky enough to be doing your dream job, it never hurts to evaluate where you are and how you can grow. Kudos on you for taking the initiative! Use the space below to work on laying out your career objectives.

CAREER OBJECTIVES

○ What do you hope this workbook can help you with?

○ Where do you see yourself in 5 years?

○ How committed are you to changing your circumstances?

1 Uncommitted



10 Very Committed

○ What is at stake if you do not achieve your career goals?

Everyone has something that they would love to be doing as a career. However, not all of us are actually doing that job. That doesn't mean you are stuck there. Use the space below to figure out where you are and create a strategy that can bring you to that path to doing what you love.

WHAT'S YOUR DREAM JOB?

○ What is your dream job?

○ Are you doing that?

☐ Yes ☐ No

○ If not, why? What has kept you from it?

○ How can you overcome these obstacles?

○ If you are in your dream career, is there any room for you to grow?

☐ Yes ☐ No

○ If yes, how?

MOVING UP

If you're in a job that you want to stay in, chances are that there are a lot of opportunities around you to grow within that career. Allowing yourself to go after promotions increases your experience, keeps you from stagnating, and can also give you more money to put away for your retirement. On the next page, list the positions you believe you qualify for and/or want to do.

PROMOTION POSSIBILITY

○ Job Title: _____

○ What qualifies you to take this position?

○ Is this a lateral or upward move?

☐ Lateral ☐ Upward

○ Will this take you closer or further to your goal?

☐ Further ☐ Neither ☐ Closer

○ How much would you like to have this position?

1 Not Much ● ● ● ● ● ● ● ● ● 10 Very Much

○ How likely will you get this position?

1 Unlikely ● ● ● ● ● ● ● ● ● 10 Likely

○ What steps should you take next to go after this position?

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○ What steps should you take next to go after this position?

Now that you know which position(s) you have an interest in, it's time to figure out what steps you need to take to get there. Write down the ways you can start working towards the position you're after, and how you can improve in the position you're in now to show your potential to move upward.

PROMOTION PROGRESS

○ Position: _____

○ What skills do you already possess for this position?

○ What skills do you need to acquire to get this position?

○ Other factors

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○ What skills do you need to acquire to get this position?

○ Other factors

Notes: _____

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○ What skills do you already possess for this position?

○ What skills do you need to acquire to get this position?

○ Other factors

MOVING ON

If getting a promotion or new position wherever you are now isn't what you want, and you don't want to stay, it could be time to move on from your current job. However, it's not smart to just quit without knowing where you're going to go next. Ideally, you should have a new job lined up before leaving.

The first step to doing this is figuring out what you want to do next, and where the best place to do that is. Use the next page to research some new opportunities that you'd be interested in moving on to, whether you have the qualifications already or want to start fresh.

POTENTIAL PLACE TO MOVE ON TO

○ Company / Industry:

○ Job Title:

○ Why this company?

○ What skills are they looking for?

○ What qualifies you to take this position?

○ What skills do you need to have to get this position?

○ How big a gap is it between your qualifications and what the company is looking for?

○ Can you realistically bridge the gap right now?

☐ Yes ☐ Possibly ☐ No

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Depending on how long you have been in your current position, and what responsibilities you have, leaving might not be as simple as 2 weeks notice. You may need to train a replacement, work on creating some best practice materials, and/or more. The key is not leaving with bad blood, or any kind of ill will. It's always better to leave a job with as much dignity and politeness as possible, so that you can use the experience and references to help you build the future career you want. Below, list the final duties you can work on to prepare your current team for your departure, and set them up for success.

EXITING GRACEFULLY

- Task 1: Write notice letter
- Task 2: Create a document with your list of daily duties and average time to complete
- Task 3: Finish any open tasks/tie up loose ends
- Task 4: Make a training/orientation folder for your replacement
- Task 5: Do prep work for incoming projects
- Task 6: Request letters of recommendation from supervisors
- Task 7: Train/recommend replacement
- Task 8: _____
- Task 9: _____
- Task 10: _____
- Task 11: _____
- Task 12: _____

EXITING GRACEFULLY

○ Task 1: _____

○ Task 2: _____

○ Task 3: _____

○ Task 4: _____

○ Task 5: _____

○ Task 6: _____

○ Task 7: _____

○ Task 8: _____

○ Task 9: _____

○ Task 10: _____

○ Task 11: _____

○ Task 12: _____

○ Task 13: _____

○ Task 14: _____

In a previous exercise, you created a list of potential jobs that you could see yourself moving on to. Now, it's time to expand on that and really evaluate what's going to be the best fit for you and your skills. Depending on whether or not you've already been doing the job(s) that interest you, you may need to rework and get creative about how your skills can be utilized for a new job. Use the space below to evaluate how your skills fit into the jobs you want.

APPLY YOUR EXISTING SKILLS

○ Company: _____

○ Title: _____

○ How can you apply your skills?

○ Company: _____

○ Title: _____

○ How can you apply your skills?

APPLY YOUR EXISTING SKILLS

○ Company: _____

○ Title: _____

○ _____

○ How can you apply your skills?

○ Company: _____

○ Title: _____

○ How can you apply your skills?

○ Company: _____

○ Title: _____

○ How can you apply your skills?

Now that you have a solid grasp of exactly what you want to do, and how your current skills can be utilized, it's time to update that resume! Your resume is basically the first impression you're going to make on your potential employer, so it's important to make sure that it is well formatted, updated, clear, relevant, and concise.

UPDATE YOUR RESUME

The basic things you need to have on your resume are: name, contact info, experience/work history, education, certifications, references, and any possible achievements or awards you've received for your work. Depending on what kind of job you're applying for, you may need to provide examples of your work, or other documents. Use the space below to check off all the elements you need for your resume, and make sure it's ready to send to potential employers.

- ☐ Name
- ☐ Email
- ☐ Phone Number
- ☐ Work History
- ☐ Relevant Experience
- ☐ References
- ☐ Education
- ☐ Certifications
- ☐ Awards
- ☐ Formatting
- ☐ Spelling/Grammar Check

- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

NETWORKING

Now that you have your professional ducks in a row, it's time to focus on the next thing that's going to get you the job you want. Networking is an invaluable skill for getting the jobs you want, keeping them, and moving up within them. When it comes to networking for jobs, it's important to do your research and understand the language, culture, objectives, and overall "brand" of the company/companies you'll be working with. Use the space below to get a feel for the field you're looking to get into, and then find places online or in person to connect with others who are in it...

○ Field of Interest: _____

○ Possible Companies: _____

○ Objectives of Field: _____

○ Language/Culture of Field: _____

○ Places to Network with Others in Field: _____

SOCIAL MEDIA AUDIT

Facebook	Cleanup	Update
Instagram	Cleanup	Update
TikTok	Cleanup	Update
Twitter	Cleanup	Update
YouTube	Cleanup	Update
LinkedIn	Cleanup	Update

The diagram illustrates a distributed system with 12 nodes. Each node is represented by a vertical timeline. On the left, a dotted vertical line connects 12 green circles, each representing a task. To the right of each circle is a horizontal line representing the duration of the task. The tasks are labeled 'Cleanup' and 'Update'.

Node	Task	Duration (approx. relative units)
1	Cleanup	1.0
1	Update	1.0
2	Cleanup	1.0
2	Update	1.0
3	Cleanup	1.0
3	Update	1.0
4	Cleanup	1.0
4	Update	1.0
5	Cleanup	1.0
5	Update	1.0
6	Cleanup	1.0
6	Update	1.0
7	Cleanup	1.0
7	Update	1.0
8	Cleanup	1.0
8	Update	1.0
9	Cleanup	1.0
9	Update	1.0
10	Cleanup	1.0
10	Update	1.0
11	Cleanup	1.0
11	Update	1.0
12	Cleanup	1.0
12	Update	1.0

There is always room for growth and improvement, no matter how long you've been pursuing your career. However, it's important to have a plan that you can follow to achieve that growth. When you show initiative to improve, a good employer will notice, and not only help you, but reward you as well.

GROWING YOUR SKILLS

○ What are your greatest challenges/weaknesses in your field?

○ How can you strengthen them?

○ What classes or courses can you find to help you improve your skills overall?

○ Is there anyone you know with more experience who you can ask to mentor you?

SHIFTING YOUR SKILLS

Now, growing your skills is all well and good. However, if you're looking to shift your career direction, it's a good idea to figure out how to apply the skills you have built to your new field. Chances are, there are several ways you can pivot what you already know into a leg up for your new venture. A key way to achieve this is to be creative, and try as much as possible to generalize your skills, so you can get them to fit into your new role(s).

For example, if you've been a receptionist, you can say that you have built great organizational, interpersonal, and time management skills that can be applied to just about any job. On the next page, create a list of your skills and how you can apply them to the new direction you're working towards.

SKILL SHIFTING

○ Skill: _____

○ How to shift it to a new field:

○ Skill: _____

○ How to shift it to a new field:

○ Skill: _____

○ How to shift it to a new field:

SKILL SHIFTING

○ Skill: _____

○ How to shift it to a new field:

○ Skill: _____

○ How to shift it to a new field:

○ Skill: _____

○ How to shift it to a new field:

INTERVIEWING WELL

Now that you have laid the groundwork with your career goals, resume, networking, and skills, it's time to prepare for the interview process. This can seem like a daunting task, and many people get very anxious before interviews. However, with a little preparation, you can ace it. Stay calm, and have just a few answers ready, you can use that as a platform to work off of and nail your interview every time. On the next page, research common interview questions in your field, and figure out how you can answer them.

INTERVIEW PREP

○ Possible interview question:

○ My answer:

○ Possible interview question:

○ My answer:

○ Possible interview question:

○ My answer:

INTERVIEW PREP

○ Possible interview question:

○ My answer:

○ Possible interview question:

○ My answer:

○ Possible interview question:

○ My answer:

APPLICATION TRACKER

○ Company: _____

○ Job title: _____

○ Application date:

☐ Called for interview

Interview date:

○ Interview review notes

○ Result: ☐ Hired ☐ Turned Down

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○ Job title: _____

○ Application date:

☐ Called for interview

Interview date:

○ Interview review notes

○ Result: ☐ Hired ☐ Turned Down

APPLICATION TRACKER

○ Company: _____

○ Job title: _____

○ Application date:

/ /

☐ Called for interview

Interview date:

/ /

○ Interview review notes

○ Result: ☐ Hired ☐ Turned Down

○ Company: _____

○ Job title: _____

○ Application date:

/ /

☐ Called for interview

Interview date:

/ /

○ Interview review notes

○ Result: ☐ Hired ☐ Turned Down

Hopefully, this exercise has proven valuable to you, opened your eyes to the many opportunities you have, and made apparent what your strengths and weaknesses are. Now, let's look to the future and make a plan on how to move forward.

LOOKING AHEAD

○ Where do you see yourself a year from now?

○ What do you need to do to get there?

○ Where do you see yourself 3 years from now?

○ What needs to happen for you to get there?

○ Where do you hope to be 5 years from now?

○ What needs to happen for you to get there?

NOTES