

# Career Action Plan



# Introduction



Choosing a career and committing yourself to a work life is a big decision, a lot of time in your life is spent at work. Making a mindful choice and proactive decisions will allow you to have a strong overall sense of **career direction** and pathways to strategies and success.

No matter what stage of your career you are in, an action plan can be a useful insight on how to start your job search, switch careers, or set goals towards gaining a promotion. A career action plan helps you to organise your thoughts, career aspirations and objectives to a set of steps that will enable you to move forward with focus and a timescale. Remembering, things can change and your plan is changeable and up for review at any point you need it to be.

## What is a Career Action plan?



Are you asking yourself some of these questions...

- What will I do with my life?
- How can I get the job I want?
- How do I even begin?

A Career Action Plan is a personalised action/goal plan that you can use to create a roadmap for your next steps. This career action plan is for anyone who wants to give some structure, thought and a bit of their time to organising their next steps.

# Why do I need a career action plan?

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 timescale. The process takes into account the fact that situations change and plans can be reviewed and altered.



**“Choose a job you love, and you will never have to work a day in your life.”**

**- Confucius**



# Your steps!

**5 Evaluating** Am I happy with this plan?

**4 Planning** How am I going to get there?

**3 Exploring** What are my options/ where do I want to go?

**2 Decisions** Where do I want to be?

**1 Reflections** Where do I start?

# Step 1 Reflections

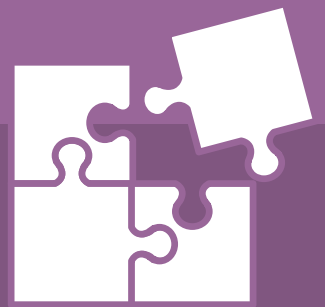


Reflect and consider where you are now. It is useful to examine your current situation and consider whether your work matches your aspirations, needs and lifestyle. Take some time to decide whether you are fulfilled and satisfied or whether something needs to change.



## Answer these questions!

- What skills and strengths do you have?
- What are the things that you do well?
- What activities have you noticed comes easily to you, which may be difficult for others?



# Step 2 Decisions

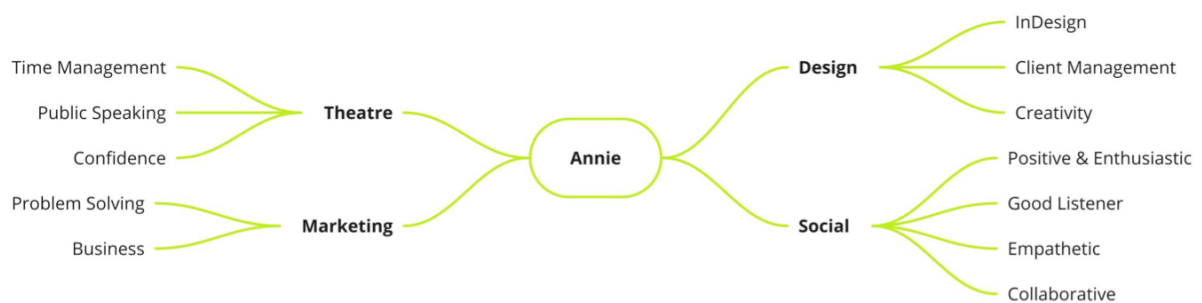
Think about your skills and strengths. It is important to know your strengths and weaknesses in order to decide on your next step and improve your professional skill-sets.

**YOUR**

## Mind Map

Draw a **mind map** of where you've developed skills and what skills they are...

### Example



# Step 3 Exploring



Exploring what is right for you and all the different possibilities that are available is exciting and can be overwhelming. Reflecting on your interests and strengths, and researching information such as salary, commuting culture and work/life balance can help you start to envision your career action plan.

## Take a minute to brainstorm...

List where you can start gathering information!

Think of 3 places

(i.e. LinkedIn, CareerZone, Handshake etc)

- 
- 
- 

Now 2 more personal choices for your own career path

(i.e. Industry specific websites, a company that you are interested in..)

- 
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# Step 4 Planning

This is where you decide on a strategy to achieve your career aims. If you want to remain focused and committed to your aims, it is helpful to identify specific tasks to achieve them. Your broad aims will set the scene and provide an overview of what you intend to do. The next stage is to break these down into more practical step-by-step goals.



## Start planning!

Write down where you want to be and how you want to get there...



# Step 5 Evaluating

Its really important to reflect, evaluate and re-evaluate where you are in your plan as often and as many times as you need. Success will look different for each of you, therefore the way to successful will also be different.



## Top Tips

- Keep your CV up-to-date
- Research your goal career
- Never stop learning
- Find something that makes you happy and grow

# YOUR SMART Career Action Plan

Specific	Measurable	Achievable	Relevant	Time-Based
				
<p><b>Answer the 5 W's:</b>            Who's involved?            What do I want to accomplish?            When do I want to achieve this?            Where does my goal take place?            Why is the goal important?</p>	<p>What metrics are you going to use to determine if you meet the goal?</p> <p>If it's a project that's going to take a few months to complete, then plan and set some milestones by considering specific tasks to accomplish.</p>	<p>The goal is meant to inspire motivation. think about how to accomplish the goal and if you have the tools/ skills needed.</p> <p>If you don't currently possess them consider what it would take to attain them.</p>	<p>A goal needs to align with you company objective.</p> <ul style="list-style-type: none"> <li>• Does this seem worthwhile?</li> <li>• Is this the right time?</li> <li>• Does their goal align with my other goals?</li> <li>• Am I the right person to be working on this project/task?</li> </ul>	<p>Anyone can set goals, but if it lacks realistic timing, chances are you're not going to succeed.</p> <p>Ask specific questions about your goal deadline and what can be reached and accomplished within that time period.</p>

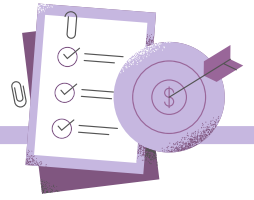
Goals	What will I do? Make your goal SMART (Specific, Measurable, Achievable, Relevant and Timely)	Due Date	Outcome	Date completed
1	Book and attend an appointment with Career Adviser to consider career options	10 Jan	Contacted and spoke to Career Consultant; appointment on 10 Jan	10 Jan
2	Research and choose a career platform or tool to discover potential career options; identify 3 job profiles of interest	25 Jan	2 jobs of interest: Primary School Teacher Physio Therapist	25 Jan
3	Online, identify 3 local companies offering my jobs of interest; arrange a meeting with each place to find out more about each role	10 Feb	Meetings arranged at: Chessington Primary School; Malrough Therapy Group, Holistic Therapy Clinic	10 Feb
4	Meet employees in roles of interest; reflect on and make a list of the benefits and disadvantages of each job to evaluate the best position for me	2 March	Interested in exploring teaching and art therapy; excluded Holistic therapy as prefer to be employed by an organisation rather than self-employed	2 March
5	Talk to career adviser/ consultant about my career options in greater depth and decide what to do next	17 Apr	Spoke to Career Consultant on 20 March; decided to work shadow teacher and art therapist	17 Apr
6	Organise and complete work shadowing in those positions in order to make a career choice	6 May	Decided to pursue Physio Therapy as a career	6 May

**YOUR**

# SMART Career Action Plan

Goals	<b>What will I do? Make your goal SMART</b> (Specific, Measurable, Achievable, Relevant and Timely)	Due Date	Outcome	Date completed
1				
2				
3				
4				
5				
6				

# Notes



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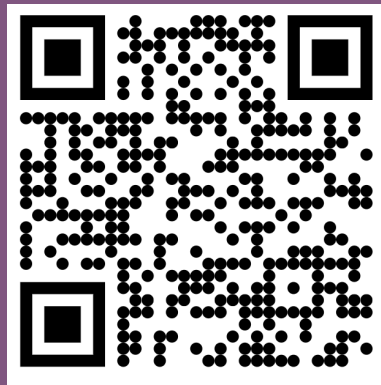
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# Creative Space

# Need some more help?

Book an appointment via

 Handshake



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