

# Career action plan

Having a career action plan can help you to remain focused. It can help you assess where you are and help you monitor your progress.

You can print this action plan out and work through it. Just remember to review it regularly.

## 1. What are your current goals?

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Write your goals and a target date for each one below:

Goal	Target date

**TIP** Make sure your goal follows the SMARTER principle: Specific, Measurable, Achievable, Relevant, Timed, Evaluated, Reviewed

**TIP** Set realistic target dates. Make sure you give yourself some breathing space to change the dates if you need to.

## 2. What are the benefits of achieving your goals?

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**TIPS** Consider such things as lifestyle, income and skill development. Think about people who will be affected by you achieving your goals eg, family and friends.

### 3. What are the possible obstacles to achieving your goals?

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Write the obstacles and possible solutions for each one below:

Obstacle	Possible solution

**TIP** It can be helpful to talk to others about possible solutions.

### 4. Who can help me with my goals?

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**TIP** Use your networks, colleagues and friends you trust to support you.

### 5. What are the action steps for achieving your goals?

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Write your goals and the action steps for each one below:

Goal	Action step

**TIP** Review your plan regularly and as you reach your goals, set some new ones!