My career action plan

Developing your plan of action
• Where are you now? What are your attributes, skills, experiences, values?
• Where you would like to be in the future?
• Explore alternative routes and take steps towards realising your vision
• Create your action plan to achieve long and short term goals

Points to consider
• Is the plan realistic?
• Have you broken down larger goals into smaller targets and tasks?
• Have you identified priorities (A – high, B - medium, C - low) and set a timescale?
• Do you have a contingency plan?
• Review your plan regularly.

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<th>Long term vision:</th>
<th>Priority (A – high, B - medium, C - low)</th>
<th>By when?</th>
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Short term goals & action steps - what do you need to do?

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Some useful websites to use for goal setting are Mind Mapping and the Windmills Programme.

Careers & Employability Service

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