

# BUILD A CAREER PLAN

## CREATE A CAREER MODEL AND STAY MOTIVATED

Now that you have identified your career *path*, it is time to create a *plan* for how to achieve it!

### WHAT IS A CAREER PLAN?

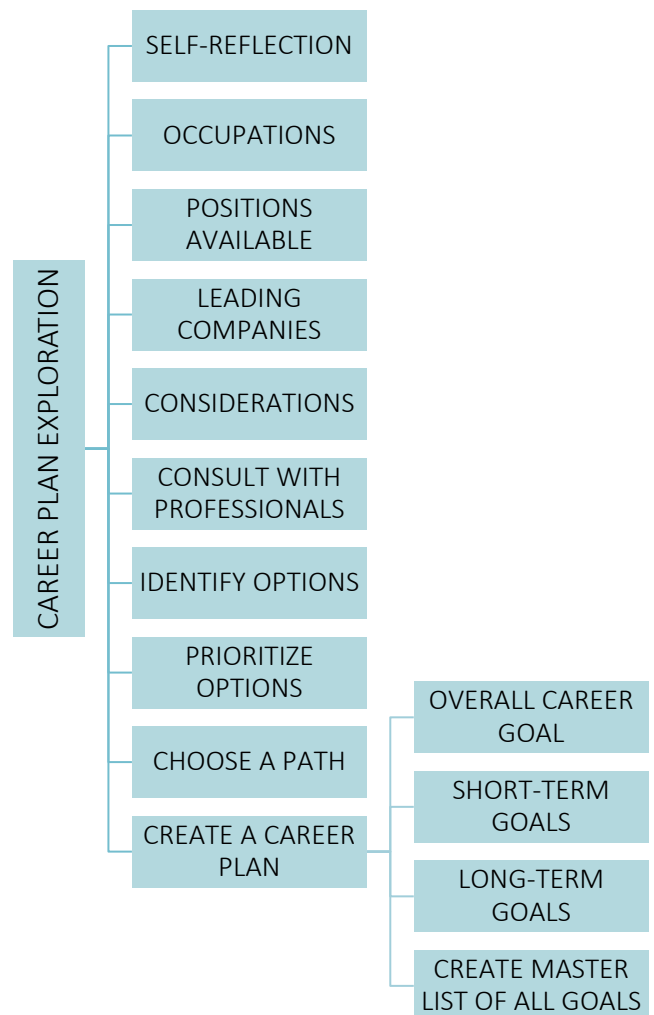
- A career plan is a list of the short-term and long-term steps that need to be completed to reach an overall career goal.
- A career plan will look different for everyone depending on their profession, stage of life, resources, and the number of goals they have set.
- A career plan can be anything from an electronic document like this one, or a page in a notebook you keep with you.
- You should consistently evaluate your career plan and change it as you progress through your goals and learn more about your field.

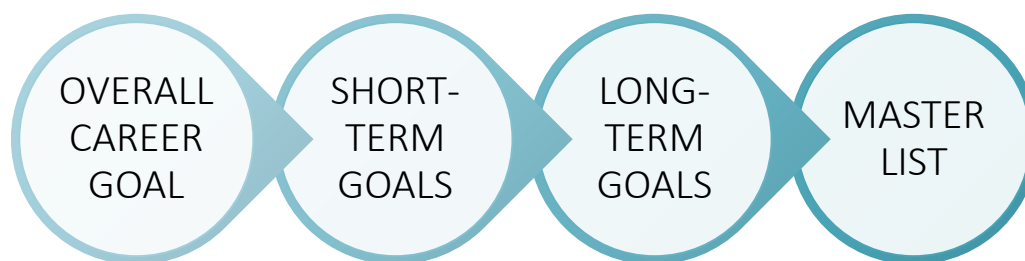
### WHY CREATE A CAREER PLAN

- Career plans help provide purpose, control, and structure to your professional journey.
- Having a guide for your career goals will ultimately reduce the amount of stress caused by the uncertainty of what to do when working towards your goals.
- When you are unsure of what to do next, you will have a reference to see what you have completed and what else needs to be done in order to reach your goals.

*"A goal without a plan is just a wish."*

- Antoine de Saint-Exupéry





## HOW TO CREATE A CAREER PLAN

### 1. OVERALL CAREER GOAL

- Now that you know the career path you are working towards, identify your overall career goal.
- An overall career goal should be a single sentence that sums up what you hope to do with your career.
- Your overall career goal does not need to be S.M.A.R.T. (Specific, Measurable, Achievable, Relevant, and Time-Bound), but your short-term goals and long-term goals should be.

### 2. SHORT-TERM GOALS

- Short-term goals are smaller, first steps that can be **completed in one year or less** and need to occur before you can reach your overall career goal.
- A helpful first step to take is to ask yourself where you want to be in one year. Think about what you want to accomplish in the next year and use it to help guide what you need to accomplish.
- Another helpful way to come up with short-term goals is to evaluate your qualifications for the career goal you have set for yourself.
- Refer to the skills, education, and other barriers you identified on the 'Career Exploration Worksheet' in Track 2. Are there skills you need to develop to be a qualified professional in your field? Do you need to complete additional education, training, or certifications?
- Additionally, on the 'Career Exploration Worksheet' you listed professionals you could have an informational interview with or job shadow, and internship or apprenticeship.
- Informational interviews, job shadows, internships and apprenticeships are all short-term goals to help expand your knowledge on your field and grow your skills.

### 3. LONGER TERM GOALS

- Long-term goals are steps to your overall career goals that will take more than one year to accomplish.
- Think about where you want to be in 3 years and 5 years.
- Some of the skills, education, certifications, trainings, and other barriers identified for your short-term goals may require more time to accomplish and become your long-term goals.

## 4. MASTER LIST

- For a career plan to be the most effective at helping you achieve your professional goals, it must be written down somewhere you can refer to it often and change it when need be.
- Save your career plan as a document or write it down in a notebook and review it often to be reminded of your goals and progress.
- The career planning process is never-ending, you should constantly be working and re-working your career plan to fit your needs and goals.

## 10 TIPS TO ACHIEVING YOUR CAREER GOALS

- 1 Achieving your goals requires perseverance, but always remember your motivation.
- 2 Remember, money alone is *not* enough to keep you motivated.
- 3 Create visual reminders of your motivation to display in your home and where you work.
- 4 Create a timeline for your career goals.
- 5 Be patient. Achieving your goals takes time.
- 6 Track your progress and accomplishments and reward yourself for your success.
- 7 Share your goals with family, friends, and coworkers to keep yourself accountable.
- 8 Don't hesitate to ask for help, even if you think you can do it alone.
- 9 Surround yourself with people who are just as motivated as you are.
- 10 Visualize yourself achieving the career goals you have set for yourself.

## ChatGPT Questions for Career Planning

### Informational Interviews

- ✓ Write an email to Jim Smith, a Financial Analyst asking for an informational interview to learn more about the work he does at <company>.
- ✓ What questions should I ask someone to learn more about what they do as a software engineer at <company>?
- ✓ Write a thank-you note to Jim Smith who gave me an informational interview about being a software engineer at <company>. Ask them if they could refer me for potential job opportunities.

## Industry Associations

- ✓ What professional associations in <country> should I join for software engineers?

## REFERENCES AND RESOURCES ON CREATING A CAREER PLAN

'11 Tips for Career Planning at Any Age or Career Stage' – Margaret Buj with LiveCareer

<https://www.livecareer.com/resources/careers/planning/career-planning-tips>

'Career Advice from Some of the Biggest Names in Business' – LinkedIn Editors with LinkedIn Learning

<https://www.linkedin.com/learning/career-advice-from-some-of-the-biggest-names-in-business/jamie-dimon-on-how-to-be-successful>

'How to Develop Your Career Plan' – Aimee Bateman with LinkedIn Learning

<https://www.linkedin.com/learning/how-to-develop-your-career-plan/introduction>

'8 Steps to an Effective Career Plan' – Massachusetts Institute of Technology (MIT)

<https://capd.mit.edu/resources/make-a-career-plan/>

'The Career Planning Process' – Dawn Rosenberg McKay with The Balance Career

<https://www.thebalancecareers.com/the-career-planning-process-524774>

'Career Planning Resources' - Craven Community College

<https://cravencc.edu/students/career-planning-resources/>

## RESOURCES ON ACHIEVING YOUR GOALS

'11 Ways to Stay Motivated & Focused To Achieve Your Goals' – Toria Sheffield with Bustle

<https://www.bustle.com/articles/172824-11-ways-to-stay-motivated-focused-to-achieve-your-goals>

'10 Ways to Stay Motivated When Negativity Seems to be All Around' – Stacia Peirce with The Huffington Post

[https://www.huffingtonpost.com/stacia-pierce/10-ways-to-stay-motivated\\_b\\_4941277.html](https://www.huffingtonpost.com/stacia-pierce/10-ways-to-stay-motivated_b_4941277.html)