

CREATE YOUR OWN PERSONALISED CAREERS ACTION PLAN!

A careers action plan supports you to focus your ideas into a series of small steps to achieve your career goals within a realistic timeframe. A good plan reflects that situations change and can be reviewed and altered to suit you. A great way to do this is by using SMART goal setting.

To start this process, you need to think about the following things:

- 1. Where are you now?**
- 2. Where do you want to be?**
- 3. How are you going to get there?**

SMART goals help eliminate generalities and guesswork, sets a clear timeline, and makes it that much easier to achieve your final goals.

HOW TO SET YOUR SMART GOALS:

Specific - Identify a clear outcome that you want to achieve.

Measurable - How will you know when you've done it?

Achievable - Is it achievable within your timescale and are you motivated to do it?

Relevant - Is it related to your career aims?

Timescale - When will you complete it by?

EXAMPLE:

Goal: I want to become a IT Technician by the time I'm 21 years old.

Alternatively, you could say...

SMART Goal: I will discuss IT related careers with my careers adviser/family by 1 December 2021 to plan my next steps and identify a set of educational targets by 30 June 2021, which will help my career goals.

