



Career PLANNER

FIVE STEPS TO YOUR FUTURE

Name:

Date:

1. Self-evaluation

Self-reflection is a great place to start when it comes to your career. Think about what motivates you, what you like and what you're good at.

What are you passionate about?

What are your top five strengths?
e.g. creative, a good leader.

What are three things you're good at?

1.

2.

3.

1.

2.

3.

4.

5.

Tip!

Self-reflection can be hard to do on your own. Ask someone close to you to help you identify your strengths.

Picture what your perfect work environment would be like and then describe it:

Tip!

Do you want to work in a corporate office, with animals, outdoors, travelling the world?

What industries interest you? Choose as many or as few as you like:

- | | |
|--|--|
| <input type="radio"/> Accounting | <input type="radio"/> Hospitality & Tourism |
| <input type="radio"/> Administration & Office Support | <input type="radio"/> Human Resources & Recruitment |
| <input type="radio"/> Advertising, Arts & Media | <input type="radio"/> Information & Communication Technology |
| <input type="radio"/> Banking & Financial Services | <input type="radio"/> Insurance & Superannuation |
| <input type="radio"/> Call Centre & Customer Service | <input type="radio"/> Legal |
| <input type="radio"/> CEO & General Management | <input type="radio"/> Manufacturing, Transport & Logistics |
| <input type="radio"/> Community Services & Development | <input type="radio"/> Marketing & Communications |
| <input type="radio"/> Construction | <input type="radio"/> Mining, Resources & Energy |
| <input type="radio"/> Consulting & Strategy | <input type="radio"/> Real Estate & Property |
| <input type="radio"/> Design & Architecture | <input type="radio"/> Retail & Consumer Products |
| <input type="radio"/> Education & Training | <input type="radio"/> Sales |
| <input type="radio"/> Engineering | <input type="radio"/> Science & Technology |
| <input type="radio"/> Farming, Animals & Conservation | <input type="radio"/> Self Employment |
| <input type="radio"/> Government & Defence | <input type="radio"/> Sport & Recreation |
| <input type="radio"/> Healthcare & Medical | <input type="radio"/> Trades & Services |

If money wasn't a barrier, what would you like to do?



2. Explore the possibilities

Now that you've done some self-reflection it's time to have a think about career pathways. You don't need to limit yourself to only one role or industry. On average people will change careers three times in their lifetime, so have a think about all the options available to you.

1

I'd love to be:

To achieve this, I would need to:

The prerequisites and requirements are:

Tip! If you need some guidance, visit [SEEK](#) and have a look at jobs available in the industries you selected in step 1.

2

Or I could be:

To achieve this, I would need to:

The prerequisites and requirements are:



Or:

To achieve this, I would need to:

The prerequisites and requirements are:

Bounce your ideas in a brainstorming session:

A problem shared is a problem halved. Now that you've mapped out a few career pathway options, go and seek a second opinion. Tick off as many of these as you can after you have asked for their input.



- | | |
|--------------------------------------|--|
| <input type="radio"/> Family members | <input type="radio"/> A career coach |
| <input type="radio"/> Friends | <input type="radio"/> A tertiary level educator or tutor |
| <input type="radio"/> Manager | <input type="radio"/> A mentor |
| <input type="radio"/> HR department | <input type="radio"/> Other |

Feedback notes:

3. Weigh up your options

So, you've explored a variety of career pathways and sought advice from others, now it's time to weigh up the key considerations for each of your options.



I'd love to be: A PILOT

PROs:

- Pursuing my passion
- Career satisfaction
- Long-term income prospects
- Travel opportunities

CONs:

- Training requirements
- Cost of training
- Work-life balance in the short term

I'd love to be: AN ACCOUNTANT

PROs:

- Opportunity to work in a large organisation
- Next step in my career
- Putting my degree to good use

CONs:

- Lack of experience
- Have to work my way up
- Possible decrease in salary



I'd love to be:

PROs:

CONs:

2

I'd love to be:

PROs:

CONs:

3

Or:

PROs:

CONs:

Which option inspires you the most?

Once you've given each option some serious thought, choose the one that feels like it's the best fit for you.

The option that I'm going to pursue is...

4. Set your goals

Congratulations, you've got a vision! Now you need to start setting those all-important goals.

When setting your goals, we encourage you to employ the **S.M.A.R.T** technique.

→ All of your goals should be:

- S:** Specific (or Significant)
- M:** Measurable (or Meaningful)
- A:** Attainable (or Action-Oriented)
- R:** Relevant (or Rewarding)
- T:** Time-bound (or Trackable)

Example!

If your five year overarching goal is to open your own bakery, your three-month goal might be to have enrolled in a bakery course at your local TAFE and to have successfully completed the first unit.

My long term goal is:

I will achieve this by:

Once you have your long term goal to strive towards, you can start to break it down into the bite-sized steps required to get there.

Goal:

Actions:

Start:

End:

Goal:

Actions:

Start:

End:

Goal:

Start:

End:

Actions:

Goal:

Start:

End:

Actions:

Share your goals

Once you've set your goals, share them with all the people you consulted earlier. Telling people what your goals are increases the likelihood that you'll stick to them and it also means that you have some people on board who can support you to get there.

5. Review

Just as important as making the time to create your career plan, is making the time to review it. Set regular dates to revisit your plan to assess where you're at and remember to make changes as you need and celebrate your achievements.

Date:	Date:
Date:	Date:
Date:	Date:
Date:	Date:

Congratulations!

Be sure to also subscribe to [SEEK's Advice & Tips](#) to get fresh career related content delivered to your inbox each month.