



CAREER ACTION PLAN

FOR:

Use this guide before, during and after your consultations to document and track your planning. Complete page 2-4 after your first consult, we will complete page 4 during the second consult.

SELF RELECTION



Set a timer to complete the below activity in 10 minutes. The goal is to answer these questions with your first thoughts – you will have time to dive into them further - for now, focus on what comes to mind immediately. If your timer stops before you finish, STOP THE ACTIVITY. Do not review or change answers, it is okay to not finish. Be succinct and more importantly, be honest. This information is for your future reference and you can feel free to share or NOT share all or parts of it as you see fit. Transfer your answers for #6 to the next page.

1 What do you consider to be your top 3 strengths?

2 What is the most important trait you possess?

3 What aspects of your career do you enjoy, and what do you wish you could change or stop entirely?

4 What 3 personal goals do you want to achieve within the next 3 months?

5 What 3 professional goals do you want to achieve within the next 3 months?

6 Describe your professional brand in 6 words.

YOU ARE YOUR BRAND



Complete the following questions prior to our first meeting in order to reveal the perception of your brand as it exists now. Start with your own description of yourself, NOT how you want people to perceive you, this about how you see yourself (words or phrases). Next, ask your close friends and family how they would describe you in less than 3 words then enter the 5-10 words that are repeated amongst them. Last, what do you think your first impression is on others? Ask people that you are not close to – this can be co-workers, acquaintances, etc. Narrow that list to 8-10 word/phrases.

1 How I would describe myself...

2 How my close friends and family describe me...

3 How people I am not close to describe me...

Review what you and others had to say about who you are. Are there commonalities and/or themes? Highlight 3-5 things on this page that you feel represent your personal brand, aka, who you are! We will talk about this exercise several times along your journey.

YOUR PERSONAL VALUES



Values are what you consider to be important. They help you derive a sense of purpose. Choosing experiences that align with your values make it more likely that you will enjoy your life AND work and feel motivated to grow and develop further.

Instructions: Enter a rating for each value below—1=low, 2=medium, 3=high. Use the space on the right to add your own.

Analytics		Creating		Operations	
Autonomy		Detail		Organizing	
Big Picture Thinking		Diversity of work		Problem Solving	
Challenge		Independence		Relationships & Connections	
Clarity		Influence		Risk taking	
Communication		Innovation		Stability	
Competition		Knowledge		Strategy	
Customer Contact		Leadership		Teamwork and Involvement	

Other values that are important to you:

NOW ANSWER THE FOLLOWING QUESTIONS:

What aspects of my current or past role(s) are energizing because they appeal to these values?

What kind of work best suits your life right now? Assign a percentage to travel, office, in the field, remote work that you're comfortable with.

What are you passionate about? May or may not be a strength—what really motivates you? Not just work related, what else motivates you in life to be authentically who you are?

STRENGTHS AND GAPS



How might your strengths and areas for development shape your career interests? **Instructions:** Enter an "S" for your strengths or a "D" for development area next to your selections. Add additional thoughts on the right.

Adapting to Change		Analyzing and Reporting		Advising	
Budgeting		Coaching		Communicating	
Creating		Developing		Designing	
Directing and Influencing		Information Gathering		Initiating or Leading Change	
Inspiring		Investigating		Learning	
Negotiating		Organizing People and Resources		Planning	
Presenting		Problem Solving		Selling	
Resolving Conflict		Setting Strategy		Teaching or Developing Others	

Other important strengths:

Other important development areas:

NOW ANSWER THE FOLLOWING QUESTIONS:

Which strengths could I make better use of now and in the future?

What could I improve even further over the next 12 – 18 months?

What accomplishments am I most proud of and why?

CAREER ACTION PLAN



Long Term Goals

Short Term Goals

Milestone #1

Milestone #2

CAREER ACTION PLAN



Measures

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Progress (3 months)

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Progress (6 months)

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Notes

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