

Career Action Plan

Action plans are valuable ways to turn abstract wishes into concrete goals.

The following worksheet helps capture a goal, turning it into a series of action steps and committing to work towards them.

Use the following with a client or group during a session, discussing the importance of goals in seeking to progress or change a career (modified from Nathan & Hill, 2006):

1. My career goal can be defined as follows:

2. Consider the steps you need to take to get from where you are now to your career goal. List the most important ones below in any order:

3. Sort the actions in order of priority:

1.	
2.	
3.	
4.	
5.	

4. Make a commitment:

Tomorrow I will...
Over the next week, I will...
Over the next month, I will ...

Over the next three months, I will...

Over the next six months, I will...

5. I will next review my progress toward my career goals on:

Date:

References

- Nathan, R., & Hill, L. A. (2006). *Career counselling*. London: SAGE Publications.

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