**Action Plan**

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| **Career Goal**  *This is where you want to be at the end of your career navigation.* | What is my big picture career goal? | | |
| **Location**  *Where you think you want to live/work.* | Where would I like to live and work? | | |
| **Education/ Training/**  **Experience**  *Refer to your research for this information.* | What are my best options for getting the necessary education/training/experience?  How will I pay for this?  What are the steps that I will take towards getting this education/training/experience?   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Skills**  *Example: writing skills, machine operating skills,*  *organization skills.* | What hard and soft skills are needed or helpful for this career? | Which of these skills do I need to improve? | |
| **Experience**  *Consider all experiences that are or could be valuable.* | What specific experiences (paid or unpaid) can help me develop these skills (practise, training, volunteering, etc.)?  What are the next 5 things I will do to help me further develop these skills?   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Network**  *Your network is made up of the people that you know. For example, friends, parents, employers, teachers, etc.* | How can my network help me to achieve my career goals? Who are the people that I know who may be able to help me in the future?  How can I expand (grow) and develop my network? | | |
| **Getting Hired**  *Where can you work one day?* | What companies/organizations can I work for in this career?  How can I learn more about these companies/organizations or other companies/organizations I may want to work for? | | |
| **Things That Can Help Me**  *What can give you an advantage?* | **Opportunities:** What opportunities are available to me that can help me reach my career goals (training, volunteering, extracurricular activities, community help, network, information, etc.)? | | **Strengths:** What are my personal strengths that can give me an advantage in reaching my career goals? |
| **Things That Can Get in My Way**  (refer to your *Potential Obstacles to Career Navigation* handout) | What things can get in the way of me reaching my career goals? Have I come up with possible solutions for these obstacles? Is there anything that is out of my control? Have I created back up plans? | | |
| **What are my other options?**  *What other careers can you do if you are unable to get this/these one(s)?* | What else will I be able to do with the education/training/experience that I have or I am hoping to get? How will my skills be transferable?  What other education/training/experience, if any, will I need to do this? | | |
| **Resources**  *Resources are things you need (such as money, a computer, an employer, etc.).* | What resources (for example, money, car, certain programs, community agencies, etc.) do I need to help me achieve my career goals? | | |
| **What else?**  *Think of three things that can help you to achieve your career goal. Examples: join a club, read a certain paper, etc.* | What else could possibly help me in achieving my career goals?  1)  2)  3) | | |

**Timeline**: What steps will I take to reach my goals?

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| **Time** | **Goal** | |
| Example:  Nov-Dec | Apply for the physics program at the University of Windsor. | * C:\Users\sdupley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\1M4PMTYW\MC900434665[1].wmfDate Achieved:   November 30 |
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