

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 do you think you want to live or work | Where would I like to live and work? |
| **Education/Training** | What are my best options for getting the necessary |
| **/Experience**  Refer to your | education/training/experience? |
| research for this |  |
| information |  |
|  | 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, | What hard and soft skills are needed or helpful for this career? |

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| organization skills | Which of these skills do I need to improve on? |
| **Experience** | What specific experiences (paid or unpaid) can help me |
| Consider all  experiences that are | develop these skills (practice, training, volunteering, etc? |
| or could be valuable |  |
|  | 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? |

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| **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** | What things can get in the way of me reaching my career |
| **in my way** | goals? Have I come up with possible solutions for these |
| Refer to your | obstacles? Is there anything that is out of my control? Have I |
| *Potential Obstacles*  *to Career Navigation* | created backup plans? |
| handout |  |
| **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? |

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| **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** | **Date Achieved** |
| Example: November- December | Apply for this physics program at the University of Windsor | November 30 |
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