



Career Planning

"It's not the plan that is important, it's the planning"
Graeme Edwards

Career planning is a lifelong process, which includes choosing an occupation, getting a job, growing in our job, possibly changing careers, and eventually retiring.

Career decisions dramatically impact your life. The path you choose will determine where you live, your income, how much time you spend at home, your travels, and how you spend your leisure time.

Career Planning Strategies

1. Decide where your career fits into your life and what motivates you;
2. Determine your career interests;
3. Identify skills, attributes, qualifications that you currently possess;
4. Consider who will support your career aspirations;
5. Keep informed about what is happening in the industry/profession/organization that could impact on your progression;
6. Plan how you will develop your skills and experience;
7. Volunteer time to do community activities;
8. Use your library to find books about careers;
9. Visualize what you want to achieve in the short term, medium term and long-term; and
10. Address how will you measure your success and how you may deal with set-backs.
11. prepare your career portfolio: resume, references, copies of applications, personal data recommendations and other pertinent data

By now you will probably have more than one list of things to do, and, if necessary, plans for avoiding, or dealing with potential problems. Now, put them all together into a comprehensive plan listing tasks in the order in which you must complete them. Set deadlines for the completion of all major tasks.

Successful career planners keep themselves on track using the following methods:

- ★ Marking tasks on a monthly calendar – noting important dates
- ★ Marking weekly or daily lists of “things to do” and crossing off tasks as they are completed
- ★ Use a computer program to create flow charts or timeline charts
- ★ Using an appointment book with a new page for each day or week.

Use whatever methods work best for you. If necessary, ask a friend to check on your progress occasionally—you are more likely to get things done if you know you'll be asked about it! Better yet, decide what rewards you will give yourself for completing major tasks. Your rewards don't have to be costly, just desirable. A reward can be as simple as giving yourself some guilt-free time for an activity you really enjoy.

Be aware that career planning, like the other forms of planning may not produce instant results for you. Delays, uncertainties, and slow, small changes are much more typical. While you are in the "treading water" stage, share your thoughts with colleagues and friends, focus on developing your skills, and above all, try to keep your sense of humor and perspective.