

# My Career Action Plan

## Where am I now?

What did I achieve last year at school/college?


What did I achieve last  
year out of school/college?


## My Employability Skills and Attributes.

Number your **Top 3**

Attributes	Top 3	Skills	Top 3
Loyal		Listen and understand	
Committed		Speak clearly	
Sensible		Read independently	
Positive		Speak or write in languages other than English	
Deal with pressure		Use maths skills	
Honest		Work as an individual	
Motivated		Work as a member of a team	
Enthusiastic		Use a range of strategies to solve problems	
A sense of humour		Use math for budgeting and financial management	
Adaptable		Managing time to meet deadlines	
Reliable		A range of basic IT skills	
Well presented		Enthusiasm for ongoing learning	

## Task

1.2

Go to <https://www.reed.co.uk/> and search for a job that interests you.

Write down the information that you will need regarding the job

What the job is	
The training, qualifications and experience needed	
Where the location of the job is	
Is it a casual, part-time or full-time job	
What is the salary?	
What the working hours are	
How to apply for the position and who to send the application to	
Any other information	

## My future plans

It is good to set some SMART targets, so you know what you need to do to achieve something.

Smart targets must be:

S – **specific** – what am I going to do? Why is this important to me?

M – **measurable** – how will I know when I have achieved my target?

A – **attainable** – how will I achieve this goal?

R – **relevant** – how will achieving this help me?

T – **time sensitive** – when will I achieve this target by?

**Compare these two action plans? Which one do you think is better, and why?**

Both are for the same goal: 'To get MMM in my BTEC Extended Diploma next summer'

What	When	Done
Learn everything on the course	By the exam	
Get really good at revision	By the exam	
Never miss a class	By the exam	
Improve my maths	By the exam	

What	When	Done
Read over last week's homework – check I understand mistakes	Tonight	✓
Talk to mum and figure out at least 5 things that impact my grades	Tuesday eve	✓
Ask my teacher for 10-minute chat to hear their thoughts on how I can improve	Wednesday after class	✓
Spend recommended time on this week's homework	Saturday morning – start at 9	✓

Which one is better, and why do you think so?

**Do-able steps**

Big tasks can feel demotivating. Make sure that your action plan has really do-able steps. This makes it more likely that you start ticking them off and keep making progress. Focus on tasks for the next few days or weeks. After you've achieved this day or week's tasks, you can make a plan for the next day or week. It's a lot more motivating to have four tasks, get them ticked off, and then add four more, than to have 20 tasks and after day one feel like you've hardly made progress. Just make sure you're aware of any longer-term deadlines that might need some steps to be taken now

**4.1 Think about what targets you can set to achieve your chosen career.**

2. Set **two short term targets** ( to be completed in the next three weeks)

What	When	How will this help you get your chosen job?

2. Set two medium term targets (to be completed by June)

What	When	How will this help you get your chosen job?

3. Set two long term targets (to be completed by December or later)

What	When	How will this help you get your chosen job?