Developing a Career Plan Tips

1. Conduct a personal audit:
   - Write down your career history to date and note key responsibilities and skill and knowledge acquired and achievements made.
   - Summarize in strength order your transferable skills that a future employer might be interested in.
   - Write down your likes and dislikes about work in general and your job in particular.
   - Write down your personal values and what is important to you about work
   - Get some perspective by doing some thinking on your broader life goals and see how your career development planning integrates with that.

2. Determine where you want to go:
   - Look at what you might like to do
   - Consider the locations of where you would like to work
   - Think about the requirements of those jobs
   - Conduct a gap analysis comparing now with your opportunities and career ideas
   - Then figure out strategies for filling the gap and by when.

3. How can you start to determine where you want to go:
   - Review your career and look for patterns what does it tell you about your next choice?
   - Identify factors that could broaden or limit your opportunities such as mobility, family, and flexibility
   - Think about your life style and your individual job security needs
   - Conduct a visioning exercise and describe on paper your perfect job as if it happened suddenly overnight. What would you see, what would you be doing, where would you be?
   - Speak to a Mentor about your career goals
   - Interview senior managers in your company and through your networks

4. Complete MyCareer Plan template