

Career Planning Checklist

Take Stock, Take a Tour, Take Action

TAKE STOCK

- Interests
- Transferrable skills
- What I am good at ...
(what interests us and what we are good at may be different things)
- Conditions that help me do my best work
- I enthusiastically go to work when the goals or mission of the company or organization are _____.
- A fulfilling day at work looks like _____.
- My preferred salary and total compensation package (benefits) are _____.

TAKE A TOUR

- Arrange informational meetings in the sectors that interest you
(start with friends, family, neighbors, trusted colleagues)
- Attend workshops and conferences (pitch your current employer on what value you can bring back to the organization)
- Try on a new role (volunteer opportunities, internships, job-shadowing)
- Research job descriptions and company profiles e.g., [Indeed.com](https://www.indeed.com), [Glassdoor.com](https://www.glassdoor.com), LinkedIn, [Careerbuilder.com](https://www.careerbuilder.com)
- Look at what people in your wider network are doing

TAKE ACTION

- Identify steps that will take you closer to living the life you want
- Make a plan for filling any gaps (preparing financially, securing buy-in from family, retraining, volunteering, expanding your network)
- Re-purpose resumé, cover letter, LinkedIn profile, social media channels
- Convene a brains' trust that meets monthly to support and challenge you
- Increase networking
- Practice interview technique
- Take care of yourself (health, hobbies, relationships)



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