

## MY CAREER CHANGE ACTION PLAN

### PHASE 1: FINDING YOUR PASSION

It might sound clichéd, but the first place you should start is with your passion.

What do you love to do? What are you good it? Where do you think you might succeed?

If you're already confident you know what you want to do, you can skip straight to phase two. Otherwise, let's get started!

#### STEP 1: WHAT ARE YOU PASSIONATE ABOUT?

Write down 5 things you are passionate about. It can be anything at all, and while there might not be a realistic job involved, it will get your creative juices flowing.

1.	
2.	
3.	
4.	
5.	

### STEP 2: WHAT ARE YOU GOOD AT?

What are the 5 skills you would put right at the top of your resume? They can be broad or very specific, but they are the skills that make you a rockstar.

1.		
2.		
3.		
4.		
5.		

### STEP 3: WHAT ARE YOUR NO-GOES?

These are the things you absolutely do not want in any new job. These can include specific tasks or working conditions.

1.		
2.		
3.		
4.		
5.		

### STEP 4: COMBINE THE THREE TO FIND INDUSTRIES

Combine your passion and skills while using your no-goes to narrow down the industries and jobs you might be interested in.
You may need to mull this over for a few days and do some research, but once you have an area of interest you can proceed to phase two.

1.	
2.	
3.	
4.	
5.	

### STILL NOT SURE WHAT TO DO?

You can complete our careers of the future finder to discover areas which could suit your skills and interests.



### PHASE 2: **RESEARCH**

We know this sounds like a pretty boring step, but it can actually be the most fun!

This is where you get to find your perfect job in the industry identified in phase one, and imagine what it would be like to live out the dream. Go all out. Jump on a job website, and visit the careers page of major organisations in the industry to find a job you'd really love to have. Now write down the skills and experience you'll need to be a candidate for the job on pages 3 and 4.

Don't stress if you're a long way away. Remember, this is the end goal.

### PHASE 3: REFLECTION AND AUDIT

This can be trickiest of all because you'll have to reflect on your own strengths and weaknesses.

Using the list of skills developed in phase 2, rate where you are currently, and identify any gaps you have. Don't forget you can be a bit creative here! Generic skills, in particular, are surprisingly transferable across different industries.

### REMEMBER

You want to be the dream candidate, so don't be afraid to exceed expectations.



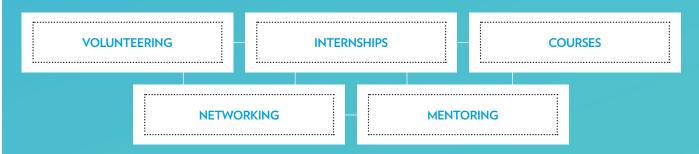
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SKILLS REQUIRED	EXCEED	MEET	MEET SOME	DON'T MEET

PHASE 2	PHASE 3			
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EXPERIENCE REQUIRED	EXCEED	MEET	MEET SOME	DON'T MEET

### PHASE 4: BUILD YOUR GAME PLAN

You've found the job and you know what skills and experience you need. Now it's time to plan how you're going to get there!

There are many different ways to gain the skills and experience you'll need for your dream job. Some ideas worth considering include:



Also include the cost of any activities and time it will take to complete. This will then allow you to schedule in advance when you can complete each activity.

### DON'T FORGET

To place your action plan somewhere you can view it regularly, and make sure you check off each task as you complete them.



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SKILLS / EXPERIENCE GAP TO FILL	ACTION TO FILL GAP	COSTS INVOLVED	TIME REQUIRED TO COMPLETE	START DATE	COMPLETED
					CTION PLAN 5



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