**ACTION PLANNING TOOL**

# ACTIVITY 1: LIFE GOALS

|  |  |  |
| --- | --- | --- |
| **SHORT-TERM GOAL** | **TARGET COMPLETION DATE** | **MEASURE OF SUCCESS** |
| 1 |  |  |
| 2 |  |  |
| **LONG-TERM GOAL** | **TARGET COMPLETION DATE** | **MEASURE OF SUCCESS** |
| 1 |  |  |
| 2 |  |  |

**ACTIVITY 2: STRATEGIES TO KEEP MOTIVATED AT WORK**

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**ACTIVITY 3: TALENTS AND GIFTS**

Take a moment to reflect on what your top three personal talents and gifts are and write them down. How can they contribute to your work?

|  |  |
| --- | --- |
| **MY TALENT OR GIFT** | **CONTRIBUTION TO THE WORKPLACE** |
| 1 | 1 |
| 2 | 2 |
| 3 | 3 |

# ACTIVITY 4: SELF-CARE RESOURCES

|  |  |  |
| --- | --- | --- |
| **RESOURCE/ORGANIZATION** | **HOW IT HELPS** | **CONTACT INFORMATION** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

**ACTIVITY 5: DAILY SELF-CARE PRACTICES**

List five self-care practices that you will incorporate into your daily life.

|  |
| --- |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |

# ACTIVITY 6: PERSONAL VALUES

List five personal values and how they influence your conduct at work.

|  |  |
| --- | --- |
| **VALUE** | **CONDUCT AT WORK** |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

# ACTIVITY 7: FINDING A MENTOR

|  |  |  |
| --- | --- | --- |
| **NAME OF POTENTIAL MENTOR** | **HOW TO REACH OUT** | **WHEN TO REACH OUT** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

**ACTIVITY 8: IDENTIFYING SKILLS/KNOWLEDGE GAPS**

What are some of your key skills, knowledge, and experience?

|  |
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What are some of your skills and knowledge gaps?

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| --- |
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|  |

**ACTIVITY 9: SMART CAREER DEVELOPMENT GOALS**

|  |  |  |
| --- | --- | --- |
| **S.M.A.R.T GOALS** | **MEASURE OF SUCCESS** | **TARGET COMPLETION DATE** |
| **Option 1** |  |  |
| Company/Industry |  |  |
| Job Requirements |  |  |
| **Option 2** |  |  |
| Company/Industry |  |  |
| Job Requirements |  |  |

**ACTIVITY 10: MY JOB SEARCH ACTION PLAN**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ACTION ITEMS** | **MY CHALLENGES** | **MY RESOURCES** | **ACTIVITIES** | **TARGET COMPLETION DATE** | **COMPLETED (YES/NO)** |
| **Job Search Readiness**  Ready for active job search? (Visa, Health, Time Commitment, Child Care, etc.) |  |  |  |  |  |
| **Career Targeting**  Have clear industry or job targets? |  |  |  |  |  |
| **Resume Writing**  Have a tailored and marketable resume? |  |  |  |  |  |
| **Social Media Presence**  Have a good social media presence especially LinkedIn? |  |  |  |  |  |
| **Cover Letter Writing**  Have a tailored and evidence- based CL? |  |  |  |  |  |
| **Job Search Strategies** Know and practice effective job search strategies?  (Information interviews, employer  connections, online networking, personal pitch etc.) |  |  |  |  |  |
| **Interview**  Equipped with strong interview skills? (Interview Q&A, non- verbal communication skills, references, dress for success) |  |  |  |  |  |
| **Other** |  |  |  |  |  |

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