

2018 CAREER PLANNER



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Before you start planning your career goals for 2018, here are a few suggestions:

- **Focus on the next 6 months.** While it's good to have goals, you don't know exactly what the future will bring. Setting career objectives for the next 6 months is achievable, and you build in some flexibility to pivot along the way as your projects evolve.
- **Block out time without distractions.** Close down your emails, put your phone on silent. This is your *career*. Give it priority.
- **Talk about it.** Talk to your spouse, your family, a friend or a trusted colleague. It's fine to do it by yourself too, but sometimes it can help to get clarity if you discuss your ideas out loud with someone else. When you're ready, talk to your manager about your career goals so that they can support you.

OK? You're ready to jump right in!

Step #1

2017: In Review

Before you look at the coming year, take a look at what the past year was like for you.

- What projects did you enjoy working on this year?
- What projects were tough? Why?
- What felt difficult about your work?
- What were your biggest time wasters this year?
- What were the highlights (personal or professional) of the year?
- What did you achieve in your career this year?
- And do you feel good about the year overall? If not, what would you have changed?

Action Step: Reflect on the questions above and note your responses in the box. If you feel it's appropriate, you can use this reflection exercise in your annual review with your manager.

THIS IS WHAT 2017 WAS LIKE FOR ME:

Step #2

Set Your Career Goals

What do you want to achieve this year? What does success look like and how will you know if you've got there? Think of the high-level goals you would like to set yourself this year.

Some examples:

- Get a promotion
- Get a new job
- Ask for (and get) a pay rise
- Take a professional certification
- Learn a new skill
- Complete 35 hours of self-directed professional development

Action Step: Write down 1-3 goals you have for your career and why they are important to you.

MY CAREER GOALS ARE:

Step #3

Define Your Non-Negotiables

Think about what you are not prepared to compromise on to achieve your goals this year. These are the things you are not willing to do or no longer want to do. Considering these now will make it easier to take decisions about your career. You'll know what you are prepared to do and how you want to spend your time at work, and that makes it easier to say yes to opportunities or no to things that don't fit your aspirations for the year.

Some examples:

- I'm not working overtime or asking my team to work overtime
- I'm not going to work at the weekends
- I will attend one professional networking event a month
- I will take two week-long breaks in the year
- I will go to the gym 3 times a week
- I'll delete the Facebook app from my phone as it's my biggest time waster

Action Step: Write down what you won't compromise on for next year, personally or professionally.

MY NON-NEGOTIABLES FOR 2018 ARE:

Step #4

Support for Your Goals

Who is going to help you reach your career goals? Perhaps you need to ask your manager to support you with training to improve your skills. Perhaps getting a mentor or coach would help you achieve your goals.

Your family and friends can also support you. What do you have to talk to them about so they are prepared to help you?

Action Step: Write down who could support you in achieving your goals and how they could help you.

THESE PEOPLE CAN HELP ME ACHIEVE MY GOALS:

Step #5

Planning

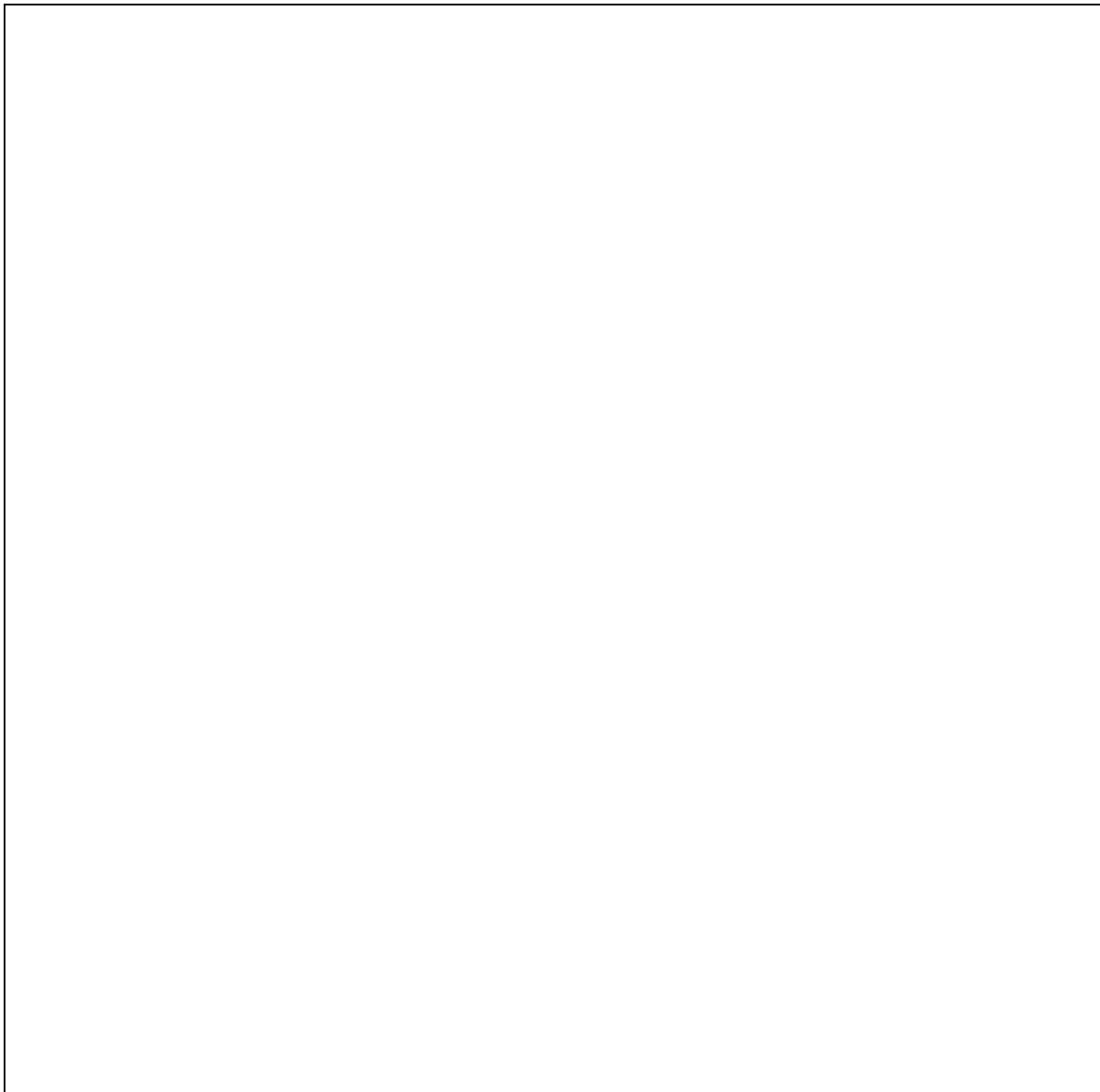
Now you've got a clear idea of what you'd like to achieve, what you won't compromise on and who could help, it's time to plan out how you are going to get there.

Some examples:

- Book on a training course
- Talk to my manager about what I need to do in order to be eligible for a promotion in 6 months
- Talk to my manager about the projects I enjoyed and ask to do more like that
- Update my resume in the next 3 weeks, then send it to 5 recruitment agencies
- Get a mentor
- Create a mini-training I can deliver to my team

Action Step: Write down what tasks you have to do to achieve your goals. Give each task a 'due by' date and note any specific help you need in order to get there.

MY PLAN TO ACHIEVE MY GOALS IS:

A large, empty rectangular box with a thin black border, intended for the user to write their plan to achieve their goals. The box is currently blank.

FINALLY...

Can you see how you are going to reach your career goals this year? Your plan should help you get there. By breaking down your big objectives into smaller tasks, and by identifying who can help you get there, you are already well on the way to making your plans a reality.

Adding dates to your tasks and goals shows you what has to be done by when in order to achieve your objectives. It's worth planning at that level because otherwise you'll run the risk of getting towards the end of your 6 months (or the end of the year) and finding that you are rushing to try to achieve everything!

The other benefit of adding dates to your plan is that you can hold yourself accountable. Put those dates in your work calendar. Check your progress frequently and make sure that you are on track. You can use these check ins regularly to see where you are ahead or behind your ideal plan and make corrections as required.

TIP: If you need to block out time to do tasks for your career development at work, and it's appropriate to do so, then book some 'meetings' with yourself. This gives you focused time during the work day where you can get on with working towards your goals. If you don't book the time, you'll find it gets taken up with meetings and normal day job tasks. Your career is important so prioritise it!

You're ready to set your goals and go and achieve them! Whatever you wish for in your career this year, carefully planning will help you get there.

**THE SECRET OF
GETTING AHEAD
IS GETTING
STARTED**