

# 2020 CAREER PLANNER





# Welcome to the 2020 CAREER PLANNER!

You're going to use this workbook to get clarity on your goals and where you want to go in your career over the coming months.

The very fact you have picked up this career planner is a sign that you want to take active steps to build the career you want. And you can definitely do that. However, opportunities don't simply fall at your feet. If you want to create a career you love, you do have to take some action to make it happen.

Don't worry – this workbook walks you through what you need to know.

- In Step #1 you look at last year and how that went for you.
- In Step #2 you write down your goals (because writing something down makes it more likely to happen, right?).
- In Step #3 you set boundaries for how you are going to achieve those goals.
- In Step #4 you define what help you need to get there.
- In Step #5 you plan what action you need to take next to help move you closer to the goals you set in Step #2.

## Before You Start

Before you start planning your career goals for 2020, here are a few suggestions to make the process as easy as possible, and to give you the best chance of achieving your goals.

- **Focus on the next 6 months. While it's good to have broad long-term 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 fill in the planner by yourself too, but sometimes it can help you reach clarity if you discuss your ideas out loud with someone else. Then 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

## 2019 In Review

Before you make plans for the coming year, take a look at what the past year was like for you. Why? Because if something made you excited to get out of bed and go into the office, then you'll probably want to do more of that! And if some project or experience at work made you want to write your resignation letter, then it's probably best to avoid that again if you can.

Think about the following questions.

- 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 2019 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 2020 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. For example, do you need to make childcare arrangements for you to go out to a networking event one evening a month? What do you have to talk to your personal connections about so they are prepared to help you?

What groups could you join to provide formal or informal career support? Check out the [Project Management Café Facebook group](#) and the [Project Management Rebels](#) mentoring group.

**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 myself 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:

Do you need more space? Keep going on another sheet of paper if you have more ideas!



## 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.

The next step is committing to deadlines. Take the list of activities you made in Step #5 and add dates to your tasks. Make the dates realistic and achievable. Transfer them to your calendar if that helps, or pin up your plan where you will see it regularly.

Adding dates to your tasks and shows you what has to be done by when in order to achieve your objectives. It might seem like extra effort to plan out each task by setting a finish date for it, but it is worth doing. If you don't, there is a chance that you'll get towards the end of your 6 months (or the end of the year) and find that you are rushing to try to achieve everything. Or worse, you'll feel disheartened that you haven't made as much progress as you wanted and you may not feel inclined to carry on with your plans.

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. Sharing your deadlines with a trusted colleague or friend can also help keep you accountable!

**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.

# 2020<sub>here</sub> WE COME



*THE* **SECRET**  
TO **GETTING**  
**AHEAD**  
**IS GETTING**  
**STARTED**