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CAREER

DEVELOPMENT

About This Guide

This guide is filled with valuable information and activities to help you through the career planning process. Your career is like a garden: it needs attention and care so that it can grow and reach its potential.

The information and activities in this guide are helpful if you are:

- a new graduate
- looking for a career change
- looking for career advancement
- interested in learning more about yourself

The activities throughout this guide will help you to stay on the road to success throughout your career/life journey. Take time to complete the activities and revisit them often.

The guide is divided into sections. If you are new to career planning, it is recommended that you work through all the activities. If you have already started your career planning process, feel free to pull out only those sections that will help you.

"Life is the sum of all your choices."
-Albert Camus

What Is Career Planning and Why Is It Important?

To get the most out of career planning, it's important to understand what exactly you are planning for. The word career pops up all over the place and can mean different things to different people. In this guide, career includes all of the work, learning, and leisure activities that you are involved in throughout your life.

This means that planning your career isn't separate from planning the rest of life – your work is closely connected to other life roles and skills you've developed in other life roles may be useful at work.

Career planning is a lifelong process that focuses on making choices to help you manage your work and personal life. Good career planning requires information about you, the world of work and commitment.

Career planning can help you to prepare to:

- enter the workforce
- plan for education
- deal with changing workplace demands
- anticipate trends or changes
- plan to upgrade or maintain your skills
- plan for career advancement

The activities in this guide are designed to help you with your career planning journey.

“Managing your career is not a one - time decision but a series of decisions made over your lifetime.”

Stages of Career Planning

This guide will walk you through the five stages of career planning:

1. **Evaluating Myself** – learning about myself
Having a clear picture of your unique talents, interests, values and skills will be the base of your career-planning journey. A great start to a brighter future.

2. **Exploring Options** – learning about available work opportunities
Once you have a clear idea of your interests, current skills and the things you value, you can start exploring options. Gather information about occupations, education and training opportunities.

3. **Making Decisions** – deciding on my future path
Once you have explored your options, the next step is narrowing down the work and/or training field on which you would like to focus. Take time to analyze the options you have explored and make decisions about what path you want to travel.

4. **Setting Goals**– creating a plan
You have identified your career path; now identify the steps you need to take to start moving towards your goal. Prepare an action plan and chart your course.

5. **Implementing My Plan** – putting my plan into action
Set your plan into action. Keep in mind you may have to make some changes to keep yourself on track or set a new course when unexpected opportunities arise.

Whether you are just starting to plan for your future, wanting to change jobs or looking to advance your career, this guide will assist you with lifelong career development planning. We encourage you to revisit your decision-making often to help you stay on the road to success as you journey through your career.

Career planning takes some work but it is worth the effort! Having a plan can help you get where you want to go. It can also help you to navigate some of the obstacles you might encounter along the way.

STEP 1 - **Evaluating Myself**

What Do I Know About Myself and How Can I Learn More?

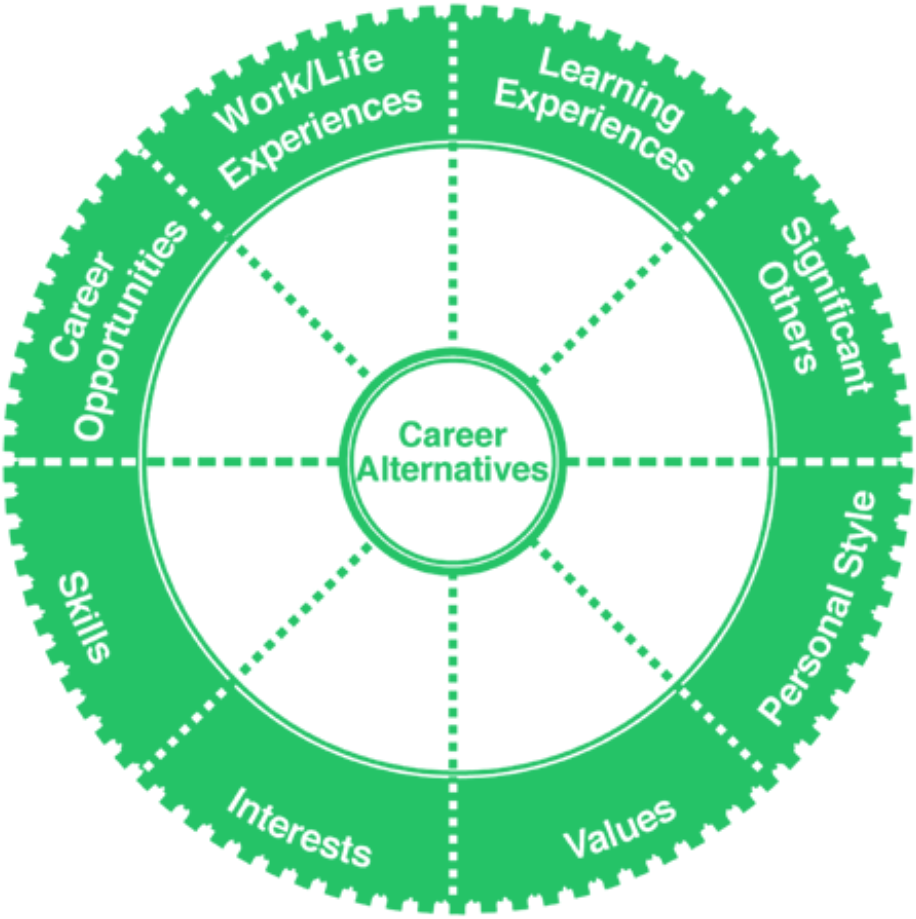
The first step in career planning is to know yourself. Understanding all the factors that make you unique will help you to plan a career that suits your own talents, skills, attributes, interests and circumstances. This section of the guide has lots of activities to help you learn more about yourself.

The Wheel (Amundson & Poehnell, 2008)

The Wheel is a useful career planning model used throughout this guide. The Wheel is made up of eight different sections that will help you focus and record your self-exploration activities.

The top half of the Wheel is made up of external factors (ex: opportunities, experiences).

The bottom half of the Wheel is made up of personal characteristics (ex: skills, interests, values).



In the diagram, each section of the Wheel looks equal. Depending on your life circumstances, some sections of the Wheel might be more important to you than others. This could change at different times in your life.

For example, if you currently have a young family, values might be more important to you at this stage of your life.

This section of the guide will focus on each of the areas of the Wheel. Once you complete the self-exploration activities you will be asked to record your results in The Wheel Template. You

can also use the Wheel to record results from other assessments, such as interest assessments and skills assessments.

After your Wheel is complete, you may notice patterns or themes in your results. These patterns or themes can help you decide on a career path.

Career Planning - Real World Experiences

This guide is full of information, tips, and tools to help you plan your career. Throughout the guide, individuals' stories are used to help explain examples and activities.

The following individual has completed her self-evaluation. Her story will help show how the Wheel is used. Look below and you'll find a sample of the Wheel for Sarah Jones.

Sarah Jones:
Sarah (age 28) spent the last 4 years as a mother and homemaker. She has a bachelor's degree in science and has limited paid work experience, but she has spent time volunteering to manage the social media account of her place of worship and as Administrator of her son's kiddie cricket club. Now that Sarah's son is preparing to enter primary school, she is looking to re-enter the workforce. Sarah is pretty sure that she wants to look for work in marketing and build on her recent experience.

Career Opportunities - Customer Service Rep, Social Media Assistant, Office Manager
Work/Life Experiences - Sales Rep in Pharmaceutical Company, Social Media Manager, Administrator, Home Management
Learning Experiences - Bachelor Degree in Science, Coursera courses and LinkedIn Courses
Significant Others - Husband and Son, Former Manager
Skills - Leadership, Communication Social Media Management
Interests - Travel, Reading, Family Time
Value - Education, Advancement, Creativity, Mentoring
Personal Style - Intuitive, Professional, Adaptable



Start Your Career Planning Journey

Now that you've learned a bit about how Sarah has used the Wheel, it's time to start your own reflection/self-evaluation. The following activities will help you to create your own Wheel. Before you get started, please review the following tips.

Tips for completing self-assessments:
- *read instructions carefully*
- *be honest*
- *remember it's not a test – there are no right or wrong answers*

If you do not answer self-assessment questions honestly and accurately, you will end up with information that will not be helpful to you in your career planning.

Once you have finished all the activities in this section, you can transfer your findings to the appropriate section of The Wheel Template.

Work/Life Experiences

Your work and life experiences help shape who you are and may include:
- hobbies
- sports or other leisure activities
- volunteer work
- paid work
- travel
- unpaid work

When you review these activities, you may begin to see patterns or themes. These patterns can help to set you apart from other job seekers with similar work experience or education.

Sarah Jones:
Sarah's work/life experiences have all involved working with people:
- *school volunteer*
- *soccer coach*
- *customer service representative*



Record your Work/Life Experience

Activity
Use the space provided to list your work/life experiences (ex: management training, customer service, soccer coach, mission trip to Thailand). Look at your list – do you see any patterns or similar roles (ex: leadership roles)? If yes, use a variety of coloured highlighters to identify patterns (ex: highlight all leadership roles in yellow).

Think about how the experiences you listed could relate to your career. Are there any experiences that could lead to a career path?

Learning Experiences

Your education and learning experiences shape the type of work that you are able to do. These experiences could include formal schooling (ex: general education development, secondary school, university). They could also include informal education and training (ex: professional development courses, seminars, workshops). Be sure to consider learning you've done through your life experiences (ex: volunteering, on-the-job training, family life).

You might already have some goals around learning that you'd like to achieve. Maybe you are still going to school or are planning to return to school. Maybe you are just beginning to think about completing education you started but did not finish. Whatever the case, your past, current and future learning experiences are important to consider when planning your career.

Activity

Use the space provided to list your education experiences (ex: courses completed, professional development workshops, life experiences).

Formal Learning

Informal Learning

Life Experiences

Do you have any learning goals?

Significant Others

Career planning is usually not done alone. Everyone has people in their lives (ex: friends and family) who will be affected by their career decisions. It's a good idea to think about how the important people in your life may influence or be affected by your career plans.

Some questions to ask yourself are:
- Who will influence my career decisions?
- How will they influence my career decisions? (ex: family demands, family values)
- Who will be affected by my career decisions?
- Who could help me identify my strengths and potential challenges?

Think about people who know you well. Ask some of them to help identify your interests or work with you on other activities in this guide. They might be able to tell you things about yourself that you hadn't noticed or help you put your career plan into action.

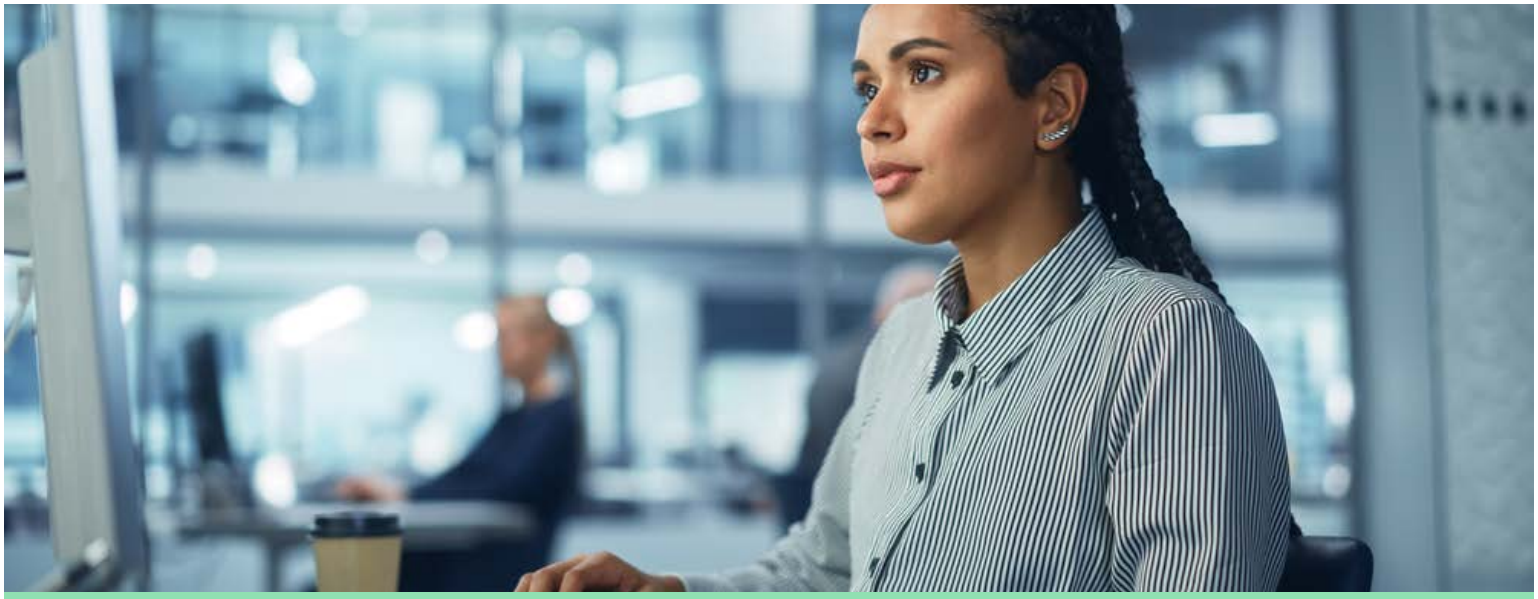
Activity

Use the space provided to list important people in your life. Think about who will influence your career decisions or be affected by them. List people who can support you to put your career plan into action.

People who will be affected by this decision

People who can assist me in creating and executing my career plan





Personal Attributes

Everyone has characteristics and personality traits that make them unique. These form their personality or personal style. Knowing your style preferences will help you to choose an occupation or work environment where you can be yourself and be appreciated for who you are.

Although you may sometimes need to work in situations where you can't totally be yourself, it's hard to keep this up long term.

There are lots of different assessments available to help you determine your personality preferences or personal style. Some common assessments that you may have completed in a workshop or with a career counsellor include:

- Personality Dimensions®
- Myers-Briggs Type Indicator®

You could also check out:

- Jung Typology Test www.humanmetrics.com/cgi-win/JTypes2.asp

A personal attribute is a characteristic or quality that you have. Use the personal attributes below to help you identify your personal style.

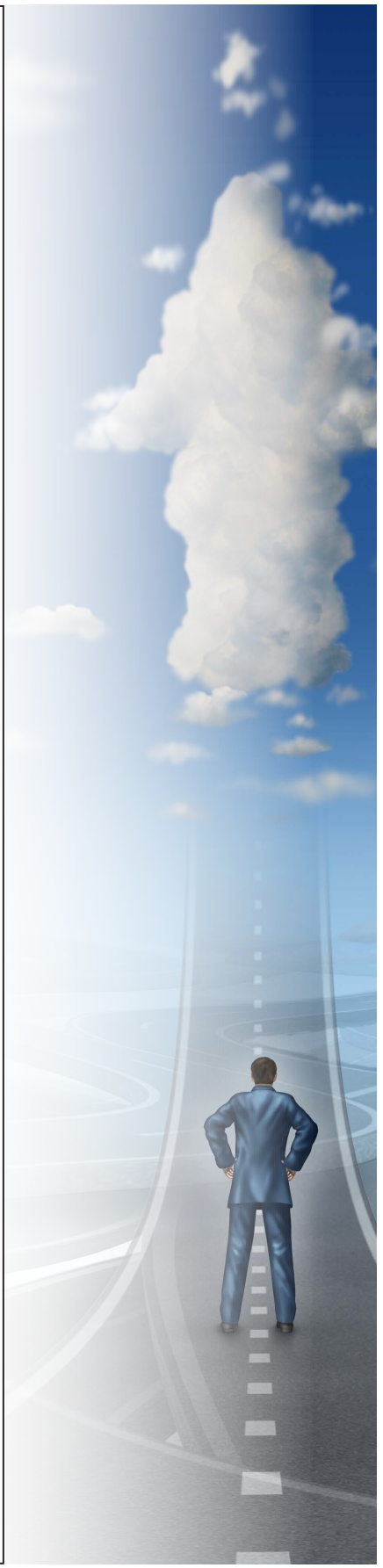
Activity
Use the space provided to list five to 10 personal attributes.

Take a look at the list of the following Attribute to assist in preparing your own attributes.

accountable
adaptable
adventurous
agreeable
altruistic
analytical
articulate
artistic
assertive
attentive
balanced
calm
candid
careful
caring
cheerful
circumspect
collaborative
committed
compassionate
competitive
concise
confident
considerate
constructive
co-operative
co-ordinated
courteous
creative
decisive
dedicated
dependable
determined
devoted
direct
disciplined
driven
dynamic
eager
efficient
eloquent
empathetic
encouraging
energetic
engaging
enterprising

enthusiastic
entrepreneurial
expressive
fair
flexible
focused
friendly
fun
funny
generous
gentle
graceful
grateful
gregarious
hard-working
helpful
honest
humble
imaginative
industrious
innovative
insightful
inspiring
intuitive
just
kind
logical
loyal
methodical
moderate
modest
motivated
nurturing
objective
observant
open-minded
optimistic
orderly
organized
original
patient
perceptive
personable
polite
positive
practical

precise
productive
professional
punctual
persuasive
realistic
receptive
reliable
resourceful
respectful
responsible
sincere
sympathetic
systematic
tenacious
thorough
trustworthy
visionary



Work Values

Knowing and understanding what's important to you about work will help you to choose an occupation and a work environment that matches your values.

Are you most concerned with earning enough money to pay your bills or advancing your skills and experience?

In reality, you are probably working for a number of reasons and it's good to identify those reasons, understand their importance, and which career values are most important to you.

Complete the activity below to help identify what you value at work:

Activity

Use the following checklist to help you identify your work values:

1. Read through each of the listed values and check off the ones that are important to you.
2. Use the space at the bottom of the list to add any values that are not listed.
3. Review the values that you checked. Identify the five values that are most important to you.

Write them in the space provided.

Value	✓
Advancement – opportunity to improve position and pay	
Adventure – things that involve risk or uncertainty	
Benefits – healthcare and personal benefits	
Challenge – situations that push you to be better	
Change and variety – varying tasks	
Community involvement – work that impacts larger community	
Competition – comparing work for the purpose of winning	
Co-operation – working with others	
Creativity – using your imagination	
Economic security – receiving a rate of pay that meets your needs	

Value	✓
Education – change to further your schooling	
Entrepreneurship – opportunities to create your own business	
Environment – the atmosphere in which you work	
Excitement – passion about what you do	
Fast Pace – enjoy a fast environment	
Friendly Co-workers – pleasant and caring co-workers	
Good Income – earning a lot of money	
Helping Others – work that benefits	
Honesty – being told the truth	
Improving society – work that would benefit society as a whole	

Value	✓
Independence – working with little direction	
Influence over others – affect others work	
Interpersonal relations – relations with others	
Interesting work – work that motivates you	
Leadership – direct and influence others	
Learning opportunities – chance to grow personally	
Leisure – time away from work	
Making decisions – deciding how things should be done	
Management – organizing and controlling situations	
Mentoring – opportunity to train others	



Value	✓
Physical Activity – staying physically active	
Problem-solving – figuring out how to move forward	
Public contact – interacting with community members	
Recognition – getting thanked for work done well	
Responsibility – deciding how things will be	
Rewards – extra incentives for work well done	
Risk – unknown possibilities	

Value	✓
Routine – same tasks each day	
Safety – no risk to yourself or others	
Schedule – outline of when work needs to be done	
Self-expression – adding a personal touch to your work	
Social interaction – time to interact with others	
Stability – being assured of a job	
Status – position of importance within a workplace	

Value	✓
Teamwork – ability to work with others	
Time for flexibility – not a set work schedule and ability to schedule own time	
Travel – work that allows you to go to different places	
Work under pressure	
Work alone – doing things without much contact with others	
Work with Others – doing things in teams or with others	

Use the space provided to list your five most important work values.

1. _____
2. _____
3. _____
4. _____
5. _____

You likely place importance on many different values and these might change over time. It is important to evaluate why these values change so you ensure your position matches what matters to you.

Interests

Interests are things you like or even love to do. Everyone's interests are a little bit different. When you get excited about doing things, those activities are likely the things you like best. With good planning you can find work that really interests you. When you are paid to do a job you love, it may not even feel like "work."

To get started, make a list of what you are interested in. Next, look at your list and see if there is a way to turn your interests into a position at work.

There are lots of interest inventories available to help you identify your interests. Check out: http://www.roguecc.edu/Counseling/HollandCodes/test.asp

Take the results of this assessments and what you know about yourself to create the interest inventory below.

Interest Inventory

What are your 5 favourite activities (ex: traveling, reading, learning, coaching people, fixing things, building things)?

1. _____
2. _____
3. _____
4. _____
5. _____

Skills

Skills – or abilities – are things that you are able to do. Some skills are job-specific and can be used in only one line of work. Skills that can be used in many occupations are known as transferrable skills.

You may have developed these skills in school, on the job, volunteering or through life experiences. In your career journey, you might hear about “soft” skills and “hard” skills. Soft skills are sometimes called “employability” skills. These are the skills you need to enter, stay in and progress in the world of work:

- communication
- problem solving
- positive attitudes and behaviours
- adaptability
- working with others
- science, technology and math skills

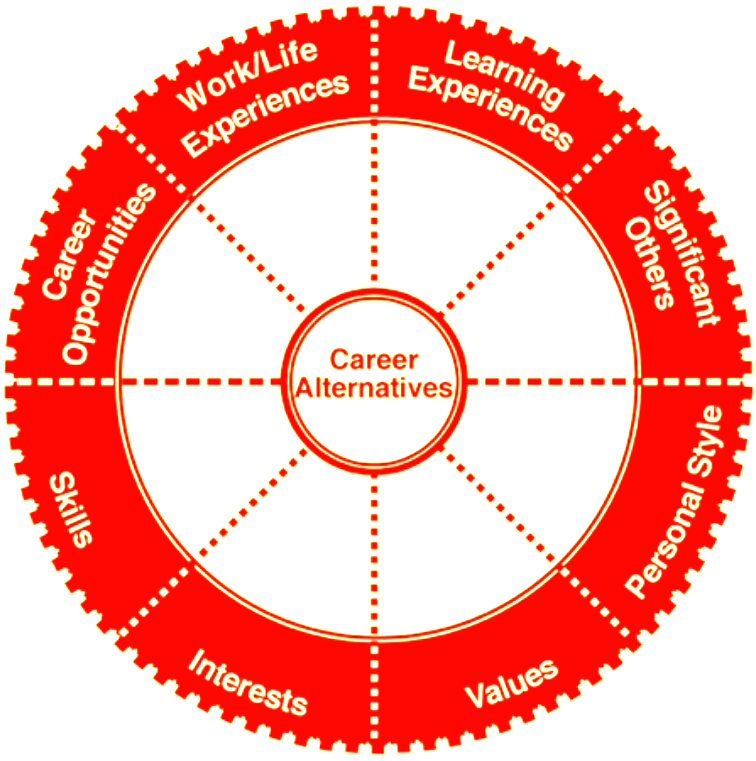
“Hard” skills, or technical skills, are specific skills that you learn (ex: typing, fixing machinery, operating equipment); they may be easier to demonstrate than soft skills. Training programs and formal learning opportunities usually focus on hard skills.

My Skills

Skills I'd most like to use while working

Skills I'd most like to develop

Now that you've looked at all of your experiences and completed the self-exploration activities, you can transfer the information to the Wheel Template. Leave the Career Opportunities section blank for now. It is explained after the Exploration: How Can I Learn About the Job Market? section of this guide.



First, it's important to consider the centre section of your Wheel: Career Alternatives.

Career Alternatives

Once you've filled in all the sections of your Wheel except for "Career Opportunities," it's time to figure out career alternatives. To identify alternatives, consider all the information on your Wheel.

- Were there any surprises?
- What patterns did you see? *(ex: helping people, fixing things)*
- What else do you need to know?

You may also want to consider options provided to you during the self assessments that you completed and suggestions from significant others.

Sometimes, a job you are thinking about will clearly not fit with your Wheel. It's better to find this out now, before you're hired to do a job that doesn't suit you. It is a good idea to list, beside your Wheel, jobs you've considered but discarded because now you know they don't fit.

Reflect on the information in your Wheel (ex: work/life experiences, learning experiences, significant others, personal style, values, interests, skills). Use the space provided to brainstorm five careers that would fit for you.

Transfer these to the Career Alternatives section of the Wheel Template.



STEP 2 - **Exploring Options**

How Can I Learn About the Job Market?

Once you've done some self-exploration, it's time to look around to see what type of jobs might suit you. There is lots of information about jobs, occupations and employment prospects in your area. This information is called labour market information; it can help you make decisions about the type of work you'd like to do.

Labour market information includes:

- job descriptions
- wages
- employment requirements
- trends or outlooks (ex: will there be work in this occupation in the future?)
- unemployment or labour shortages

Information about the Job Market can be obtained from:

- Newspapers
- Linkedin / Social Media professional job sites
- Personal and professional networks
- Community associations
- Schools
- Competency profiles from various employer or association websites

Next steps would be:

1. Look up the career alternative you identified using the suggested resources.
2. Compare the information provided to your skills, interests and values. Don't overlook people as a source of information.
3. Once you've narrowed down your interests, try to talk to people who work in the jobs in which you are interested. This is called informational interviewing. Informational interviewing is a great way to get first-hand information and a chance to ask questions.

Once you begin your research, you'll need to keep track of your findings. Use the Career Research Worksheet provided to guide your research. It's a good idea to research at least three to four of the career alternatives that interest you



CAREER RESEARCH WORKSHEET

Occupation name	
Source(s) of information	
Typical job duties (list three-to-five)	
Education needed (Note: if you don't currently have the required education for the career you are considering, list where the training is available *(ex: list local training providers, colleges and their programs)*	
Physical requirements or demands Skill or ability requirements *(ex: communication skills, interpersonal skills, ability to travel)*	
Salary ranges *(ex: low, average, high)*	
Occupational outlook *(ex: What are your chances of getting a job? Will there be vacancies?)*	
Similar or related occupations	
For how long do you see yourself doing this job? Are there opportunities for advancement?	

Career Opportunities

After researching jobs that interest you, complete the "Career Opportunities" section of your Wheel. Be realistic about the work that is available and the trends that may have an impact on your industry or job.

For example, you may be interested in education and you know that the government continues to support education as part of its strategic plan. You realize this trend means that more jobs may be available in the future.

For each job you have researched, identify three important highlights or trends. Indicate whether your research suggests that the career opportunities will be good, stable or poor.

Next, transfer the most promising options to the Career Opportunities section of The Wheel Template.

Your attitude, not your aptitude, will determine your altitude. ~ Zig Ziglar

Before deciding on a career, consider the work available. If you can't find the job you want, be creative and open to possibilities.

In the next section of this guide, you will find helpful tips and information for identifying new work opportunities.

Some things to consider when exploring work opportunities:

- Is my schedule flexible? (ex: available for shift work)
- Do I need to work full-time?
- Can I work year-round at the job I want or is it seasonal?
- Am I willing to work on a contract basis?
- Do I need to have a job with benefits? (ex: medical)

Consider the possibility of creating a Portfolio Career :
https://www.yourtimetogrow.com/tips-building-portfolio-career/



STEP 3 - **Making Decisions**

How Can I Decide?

Once you've completed your self-exploration and your labour market research, you are ready to make some career decisions. This section will help you look at all the options before making a decision.

You have used the wheel to document things that are important to you. As a result, you have a better understanding of your interests, work values, skills, and things you need to keep in mind when choosing a career path.

Use the template below to evaluate the various career alternatives you have researched. This should ultimately let you choose a path that will lead you to satisfying work/life opportunities

CAREER DECISION MAKING CHART

Results of self-exploration activities	Career Alternative _____		Career Alternative _____		Career Alternative _____		Career Alternative _____	
	Yes	No	Yes	No	Yes	No	Yes	No
Interests								
Values								
Personal Style								
Skills								
Work/Life Experience								
Learning Experiences								
Significant Others								



An example of a partially completed form is below:

Results of self-exploration activities **Sarah Jones**	**Career Alternative** Customer Service - Retail		**Career Alternative** Customer Service - Bank		**Career Alternative** _____		**Career Alternative** _____	
	Yes	**No**	**Yes**	**No**	**Yes**	**No**	**Yes**	**No**
Interests								
Fashion	✓			✓				
Skiing		✓		✓				
Working on a team	✓		✓					
Community service		✓		✓				
Values								
Family	✓		✓					
Working with others	✓		✓					
Variety at work	✓		✓					
Responsibility								
Personal Style								
Focused on results	✓		✓					
Family oriented								
Organized								
Committed								
Skills								
Customer service	✓		✓					
Organization	✓		✓					
Leadership	✓			✓				
Interpersonal	✓		✓					
Work/Life Experience								
School	✓		✓					
Volunteer	✓		✓					
Soccer coach	✓			✓				
Customer service representative	✓		✓					
Learning Experiences								
High school diploma	✓		✓					
Significant Others								
Children		✓	✓					
Husband	✓		✓					
Best friend	✓		✓					

Identifying Strengths and Barriers

When you develop a career plan, you might find barriers that make it difficult to achieve your goals. Most of us have barriers to deal with. For some people, this might be not having a driver's licence. For others, it could be a lack of affordable child care services or limited physical ability. The first step in overcoming barriers and obstacles is to identify them. Once you know what they are, it is easier to plan for them and find ways to deal with them.

Identifying your assets or strengths is just as important in the career planning process. Some of your strengths might help you to overcome your barriers. No matter what career or position you are considering, you will have strengths that really suit that opportunity ... but, also some areas that you will need to develop or problems you need to overcome.

Scenario Planning

Scenario planning is a tool used by many different types of organizations, including businesses and the military. It is also useful for career planning. You may already have a good idea of what you want your future to look like. Scenario planning will help you look more closely at your goals and prepare for the unexpected. This is similar to identifying "what if" scenarios or developing a "Plan B" to back up your "Plan A."

No matter how much you want things to turn out a certain way, there are many unpredictable factors to consider – the economy could change, businesses could close, technology could affect the way that certain types of work are done.

Now What?

Once you have completed these decision-making activities, think about what each activity means to you. Ask yourself the following questions:

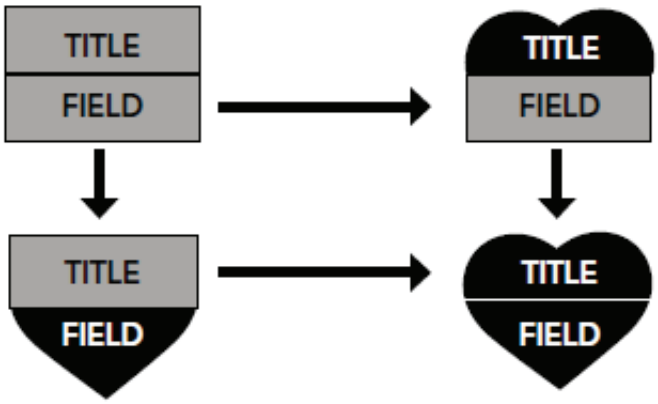
- Do I need to go back and gather more information?
- Does one of my career options seem less risky? More positive overall?
- Are the scenarios I thought of realistic?
- Can I create goals based on what I learned?

Not many people land a desired job in the right field on their first try. It usually requires working in a number of positions before finding the right job in the field they've chosen.

If you know the job and field you want, each position should move you closer to your desired job goal. To do this, it may be helpful to ask yourself when considering a new employment opportunity, "Will this move me closer to my desired job or desired field?" By answering this question each time you explore your options, you will remain in charge of your decision-making process.

The diagram below shows how making career changes in small steps rather than trying to make a "grand leap" into a new field/new job:

Taking it One Step at a Time



The square boxes represent the job and/or field that are no longer a good fit for you, whereas the heart (or half a heart) represent the desired job and field. One of two possible steps will help you move closer to your goal:

1. A first step could be to keep the same job but move into the desired field (represented by the down arrow on the left); or

2. Another first step could also be to get into the new and desired job in the same field.

In both cases, each step is about making the next change to get to your desired job goal.

The next section provides detailed support for setting your goals. Before setting goals:
- Make sure that you choose a manageable number of options (ex: three or four).
- Be flexible in your decision-making; allow yourself freedom to change your mind.
- Delay making a decision if you need to go back and find more information

STEP 4 - **Setting Goals**

How Do I Set Goals?



Now that you've completed self-assessments, researched work options, and made some decisions, it's time to set goals. Goal setting usually involves short- and long-term goals.

If you set only long-term goals, you might feel frustrated by how long it takes you to reach your goals. To help you stay on the path to success, set both short-term and long-term goals. Short-term goals help you feel a sense of accomplishment and stay focused.

When you set goals, make sure they are SMART:
- Specific
- Measurable
- Achievable
- Relevant
- Time-limited

Once you have decided on your short-term and long-term goals, it is important to identify action steps that will help you reach these goals. Part of this process involves breaking down the action steps into clear, achievable tasks and identifying the resources needed to accomplish them (ex: accessing a friend's computer to research jobs, attending workshops on looking for work, or purchasing bus passes to attend training). The following activities will help you with this process.

Goal:	

SMART goals are Specific, Measurable, Achievable, Relevant, and Time-Limited
Is this goal S[ ] M[ ] A[ ] R[ ] T[ ]?

Major Task #1:

STEP	DESCRIPTION	EST. TIME	COMP. DATE	RESOURCES	STATUS

Major Task #2:

STEP	DESCRIPTION	EST. TIME	COMP. DATE	RESOURCES	STATUS

Major Task #3:

STEP	DESCRIPTION	EST. TIME	COMP. DATE	RESOURCES	STATUS

Major Task #4:

STEP	DESCRIPTION	EST. TIME	COMP. DATE	RESOURCES	STATUS

"A goal without a plan is just a wish."
~ Antoine de Saint-Exupery

STEP 5 -**Implementing My Plan**

How Can I Take Action?

Once you've completed research about yourself and the world of work, made decisions and set goals, you are ready to start working towards your goals. To help increase your chances of success, create a support network of friends, family members or former co-workers. Select people who can help you meet your goals. Every career journey is unique and even though the path forward might look smooth, it's nice to have people standing by to help out if things get tough.

If you are feeling stuck and not sure how to get where you want to go, a Force Field Analysis[10] activity may help you to:
- look at the pros and cons of your career decision
- identify any roadblocks or barriers that might be getting in your way

In this activity, you need to consider:
- your vision or goals
- what's getting in your way
- what's pushing you toward your goal

This is a helpful activity to complete as you implement your career plan.

Example:

Jennifer's Vision: To become an Assistant Network Administrator at a good company that offers professional development opportunities.

What's getting in her way? Lack of relevant work experience, few advertised jobs, limited contacts in the occupation.

What's pushing her toward her vision? Her diploma, family support, her interests.

Now Jennifer can focus on reducing the barriers she has identified. To get more experience, she is willing to volunteer or complete a work experience placement. To find unadvertised jobs, she plans to join a professional association and attend networking events and workshops. Two family members suggested associations to check out.

Once you've completed this activity, see if you need to add anything to your SMART goal-setting sheet. It's possible that some of the obstacles or barriers you are facing can't be changed. Consider focusing on what is pushing you toward your vision; perhaps you can strengthen them.

Summary

This guide has provided tips, examples and activities to help you plan your career. Here are some key points for you to remember.

- Take the time to learn about yourself through reflection and self-evaluation activities. Focus on your:
  - o Work/life Experiences
  - o Learning Experiences
  - o Significant Others
  - o Personality/Personal style
  - o Values
  - o Interests
  - o Skills
  - o Career Alternatives
  - o Barriers and Strengths
- Research the job market.
- Evaluate different career opportunities to find some that are right for you.
- Set short-term and long-term goals that are SMART (Specific, Measurable, Achievable, Relevant, and Time-limited).
- Start working towards your goals.
- **Find champions (ex: friends, family, colleagues) who can help you work toward your goals.**



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