

**EMPOWERING PEOPLE.
BUILDING SKILLS.
CREATING OPPORTUNITY.**



CAREER PLANNING

**PLAN TODAY.
ACHIEVE TOMORROW.
BUILD YOUR FUTURE.**

Career planning helps you take control of your future by setting goals, exploring opportunities and taking steps towards a career that's right for you. Every step you take today brings you closer to the future you want. ❤️

 **IN THIS GUIDE**

- ✓ What is career planning?
- ✓ Why career planning is important
- ✓ Self-assessment: knowing yourself
- ✓ Setting goals
- ✓ Exploring options
- ✓ Creating your career plan
- ✓ Taking action
- ✓ Reviewing and adapting your plan
- ✓ Key things to remember

WHAT IS CAREER PLANNING?	WHY CAREER PLANNING IS IMPORTANT	SELF-ASSESSMENT: KNOWING YOURSELF	SETTING GOALS	EXPLORING OPTIONS	CREATING YOUR CAREER PLAN	TAKING ACTION	REVIEWING AND ADAPTING YOUR PLAN	KEY THINGS TO REMEMBER
- It's the process of setting goals and taking steps towards your ideal career. - It helps you stay focused, motivated and prepared for opportunities.	- It helps you make better decisions. - It increases your confidence. - It prepares you for change and new opportunities.	- Identify your skills, strengths and weaknesses. - Consider your values, interests and passions. - Understand what motivates you.	- Set short-term, medium-term and long-term goals. - Use SMART goals: Specific, Measurable, Achievable, Relevant, Time-bound. - Write your goals down.	- Research career paths. - Talk to people in different roles. - Look at training, qualifications and experience opportunities.	- Map out your goals and action steps. - Identify the skills or experience you need. - Plan how and when you will achieve each step.	- Take consistent steps towards your goals. - Seek learning opportunities. - Step out of your comfort zone.	- Review your progress regularly. - Celebrate wins and learn from challenges. - Adjust your plan as your goals and circumstances change.	- Your career is your journey. - Be patient and stay committed. - Small steps every day lead to big changes.
 A plan gives you direction and purpose.	 Plan ahead. Stay ahead.	 Know yourself to grow yourself.	 Clear goals create clear results.	 Explore before you decide.	 A good plan turns goals into progress.	 Action builds momentum.	 Be flexible. Keep moving forward.	 Your future is in your hands.

★ TIPS FOR SUCCESS

	Be proactive	Take the initiative to shape your career.
	Keep learning	Invest in your skills and knowledge.
	Build your network	Connections can open doors.
	Stay resilient	Challenges are part of the journey.
	Believe in yourself	Confidence is key to success.

♥ You have the power to create the career you want.

 YOUR PLAN. YOUR FUTURE.

A clear plan today leads to a better tomorrow.

	Set goals with purpose.		Stay focused and positive.
	Learn and keep growing.		Build relationships that support you.
	Take action every day.		Create the future you deserve.

Plan your path. Take action. Achieve your dreams.

 REMEMBER

 Start where you are. Use what you have.



Small steps
lead to big
destinations.



Stay committed.
Your future self
will thank you.



Seek support
and never stop
growing.

 Opportunities
come to those
who prepare.