

Niles Executive Recruitment

CAREER ACTION PLAN

A GUIDE TO OBTAINING SUCCESS

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When charting your career path this action plan will help guide you and keep you on track to your success. This is a guide that can assist a professional in finding his/her next job, career advancement and creating reachable goals.

Define your level of success. This is different for anyone; it may not be becoming CEO or making a lot of money. Decide what it means to you.

What impact are you trying to make and on whom? (your family, community, the world)

Create a vision board- this should be pictures of the things you want in life, the rewards for hard work. A house you want, the car, a vacation, etc. It should be exact not generic so you know what you are working towards. If you want a trip to Paris, put a picture of the Eiffel Tower on it. The hard work is worth it and having a visual will always remind you of why you work as hard as you do. Here's an example of one.



What jobs and industry are you interested in? (for early professionals)

Job Title	Industry

Identify companies you want to work for. (for early professionals)

Describe your ideal opportunity for your career. i.e. global travel, Director level, etc. (for experienced professionals)

Identify companies you want to work for, if you want to leave your current company. (for experienced professionals)

Set C.A.R.E.E.R. Goals

When setting goals for your career the SMART model isn't enough, you need to set goals that are CAREER focused.



Challenging: Set a goal(s) that will challenge you in your career to assist you in getting to the next level.

Accelerated: Set a goal that will increase your skills and push you to move with a sense of urgency

Realistic: Set a goal that is real to you. Set a goal to get a promotion in a timely manner not one that has you CEO of your competitors when you aren't the current CEO.

Empowering: Set a goal that will make you feel good about what you are doing and uplift you not one that brings you down or your quality of life

Evolving: Set goals that will allow you to evolve with new industry trends and technological advances

Reachable: Set a goal that can be reached within a timely manner. Don't put yourself in the C-suite in 6 months when you aren't a senior level manager yet.

Write out your goals share them with your accountability partner and check your progress monthly to power up your advancement.

Write down these goals on the following page. Share them with your mentor and accountability partner and adjust as necessary.

MY CAREER GOALS

1. Challenging

2. Accelerated

3. Realistic

4. Empowering

5. Evolving

6. Reachable

Identify what steps need to be taken to reach these goals. i.e., meeting individuals in your industry, freeing up time, focusing, new resume, career coach, mentor, etc.

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

Identify who can help you reach these goals. This would be your support system and people not in your network that you have identified to contact

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

What research is required on your part to reach these goals? I.e. Looking up a class towards a certification or a programming language

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

What organizations can you connect with or join in your industry?

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

Accountability Steps

1. Get an accountability partner to discuss goals with
2. Take action on the steps
3. Check in with your accountability partner for your status
4. Take the next step

Prepare for your interview and next career step (for early professionals)

1. Do your research
2. Create a portfolio of your accomplishment
3. Design an introduction, how are you telling your story?
4. Have a set of questions for your interviewer
5. Identify someone in the company/department you can talk to about the company culture to ensure it's a fit for you.

Prepare for your review and meeting with your manager (for experienced professionals)

1. Create a portfolio of your accomplishments
2. Research upcoming projects or initiatives you would like to work on
3. Identify key members of those teams and find a way to get them in your network
4. Ask to be part of the new project
5. If there are no new projects, ask for tasks that are out of your silo to expand your reach within the organizations.
6. Identify what you would like your next step to be and discuss with your manager how to get there then follow through on those steps and revisit the plan in 3-6 months with your manager.

Review your plan semi-annually to see if you are still on track or need to make adjustments. You can always adjust, rewind or start over just don't give up.