The first step to creating a career action plan is to construct your goal. The Goal Setting handout on the Curtin AHEAD website can help to set a goal that is specific and is realistic for your situation.

Break down your goal into smaller parts. Allow room for new elements you may not have thought of or that might unexpectedly pop up. For each element, write down:

- What information you need to find out
- Who can help you
- A timeline for the completion of each step

Throughout your plan, spend some time reflecting on your progress. This will help you stay on track, help you with your motivation and you will know when you have reached your goal.

At the end of your action plan, set aside some time for a celebration or treat yourself for your hard work.

Career goals can sometimes take a long time. By creating a realistic career plan and revisiting it often, you can accomplish whatever it is you set out to do.

You can use a timetable to visually record what you need to do and what you have learned. You can also use a “vision board” which uses colours, pictures and words which have meaning for you.

Put your plan somewhere you can see it all the time. This will remind you to keep working on it.

A career development action plan is a strategy you can use which can help you achieve your goals. An action plan breaks down your goal into smaller steps, helping your goal become more obtainable.

A career development action plan is a strategy you can use which can help you achieve your goals. An action plan breaks down your goal into smaller steps, helping your goal become more obtainable.

Career goals can sometimes take a long time. By creating a realistic career plan and revisiting it often, you can accomplish whatever it is you set out to do.