

THE ULTIMATE CAREER ACTION PLAN

Positioned for success!



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Hello & welcome



Do you crave a more meaningful career but feel stuck or stalled? You're not alone.

Firstly, congratulations... I want you to know it's absolutely possible to figure it all out and you've taken an important first step.

This is the perfect time to be ready to make confident career choices.

I can't remember a time when there were as many career options available as there are now. And, the way we work is more flexible than it's ever been providing excellent opportunities to design a working life that works for you.

This workbook will help you think differently about what's possible for you, get started designing the career you want, and start taking action right now.

In case we haven't met before, I'm Helen Thomas, ex-corporate marketing and finance professional turned career and business coach. My career seemed impressive, but I always felt out of place. It took me a long time to figure things out.

I've mastered the art of crafting a career that truly fits... and I want that for you too!

Now, I'm on a mission to help professionals like you think differently about what's possible and creating the career you've always dreamed of.

I'm so excited you're here considering your next steps and taking action!

Are you ready to get started? Let's go...

Helen

STEP 1

Review the last 12 months



You may think you haven't done much lately, but I assure you that's not true. Stuff has definitely happened! So, let's start by reflecting on the last year...

What have you been working on and what lessons have you learned?

WHAT WORK ARE YOU MOST PROUD OF?	
WHAT HAVE YOU ENJOYED MOST ABOUT WORK?	
WHAT'S BEEN THE BEST THING THAT'S HAPPENED?	
WHAT'S BEEN THE BIGGEST DISAPPOINTMENT?	
WHAT LESSONS HAVE YOU LEARNT FROM YOUR EXPERIENCES?	

STEP 1

Review the last 12 months

Reading through your notes... what are your biggest takeaways? Write in journal style or bullet points, whatever works best for you.

Use the question prompts to guide you...

QUESTION PROMPTS -

- *What themes or trends do you see?*
- *What would you like to have done differently?*
- *Is there something you'd like to do more of? Or less of? Or not at all?*
- *What have you started and not finished?*
- *What obstacles have you faced?*

STEP 2

Set your dream career vision

Being clear about the career you want, empowers and equips you to tackle unexpected obstacles and be more confident in your career choices.

It's time to get creative and describe your vision of the future...

IF YOU HAD NO RESTRICTIONS – ALL THE TIME, MONEY & KNOWLEDGE YOU NEEDED
AND YOU COULDN'T FAIL – WHAT DOES YOUR DREAM CAREER LOOK & FEEL LIKE?

TIP -> Be descriptive! Let your imagination flow. A great way to do this is close your eyes, speak it out loud and record it on your phone.

STEP 3

And now let's set some intentions

Let's dive in and focus on what you want to achieve in the next 3, 6 or 12 months (*choose the time you wish to plan for*).

Project yourself forward that amount of time and describe the following...

WHAT'S CHANGED
ABOUT YOUR WORK
SITUATION?

OUTLINE WHAT'S
HAPPENED OVER
THIS TIME?

DESCRIBE HOW YOU
FEEL ABOUT WHAT'S
HAPPENED.

STEP 3

And now let's set some intentions

When you consider your dream career vision and where you'd like to be in 3, 6 or 12 months (*choose the time frame you'd like to plan for*), what intentions do you need to set to progress these outcomes?

1

I intend to...

This intention is important to me because...

Fulfilling this intention will mean...

2

I intend to...

This intention is important to me because...

Fulfilling this intention will mean...

3

I intend to...

This intention is important to me because...

Fulfilling this intention will mean...

STEP 4

Plan for success



It's time to turn those intentions into achievable action steps. You don't need to know every step right now... just the first ones!

What are the exact first steps you'll take? Make each step a small, discrete, achievable activity and ensure they're SMART.

INTENTION 1:

DESCRIBE SUCCESS

TIP -> How you'll know you've achieved this outcome?

WHAT STEPS WILL YOU TAKE TO ACHIEVE THIS OUTCOME?

TIP -> You don't have to have all the steps up front but at least set the first 2 exact steps.

WHAT TIMEFRAME WILL YOU COMMIT TO ACHIEVE THIS OUTCOME?

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STEP 5

Tips for achieving success

Be ruthlessly honest...

Gather all the data you have about yourself and dig deep into the assessment (what's working, what's not, what needs to change etc), even if this feels challenging or uncomfortable

Make a commitment to yourself...

It might feel like a lot of work but, I can assure you it's absolutely worth doing. Break it down into chunks, grab yourself a coffee and spend 15-20mins a day on this until you have a plan you feel inspired by and committed to. It'll be the best investment you make in your career this year!

Set reminders...

Create a way to be reminded of your Top 3 Outcomes every day – stick a Post It note in the bathroom, put it on your phone screensaver, add a reminder in your calendar that pops up with them at a set time. Whatever works best for you, keep your aspirations top of mind to guide your day-to-day decision making.

Ask for help...

If you're struggling to work out what to do, ask a friend, colleague, mentor, manager or coach to help you – it's useful to get an objective viewpoint. Plus tell anyone and everyone you feel comfortable with what your aspirations are for the year... you never know who'll be in a position to help you.

Enjoy the process...

Most importantly, this is ALL about you and your success. Be committed but don't take it all too seriously. Remember to smile, laugh, celebrate and enjoy the process!

Congratulations!



So, you've got an action plan... *but what's next?*



I'm on a mission to help professionals like you design a career you love and take confident steps to make it happen.

You're clear about your destination, armed with intentions and have an action plan in place to make it happen... woo hoo!!

For a long time I thought I was lucky to have an 'accidental' career. But guess what? That meant I was doing what others wanted me to do, not where I wanted to be.

Taking back control of your career will be the best decision you make this year. Having a plan like this, is one small step towards designing and achieving a career you love.

Need some additional help. I've got you covered...

[Recharge Your Career](#) - is my self-paced online course that takes you step-by-step through the process of designing a working life that works for you.

[Work 1-1](#) - if you need a little more support, we can work together 1-1. [Let's chat](#) about how I can support you.

It's time to stop hoping things will work out... and to take charge of your success. Let's make your career dreams a reality.

P.S. expect to see me in your inbox sharing inspiring, encouraging or instructive stories, career wisdom and some practical tips to improve your working life.

Helen

Let's get connected

**helen
thomas**

