

1. Plan your career introduction



In the first workbook in this series, I looked at how you can achieve job satisfaction. The workbook considered each area of your job that is important for you to be satisfied in your career. This can be used as a starting point to help you to plan how you can find the job or career you desire.

If you do want to change your job or career, there are various stages to help you decide what route to take. In this workbook, you will start to plan your future career and rediscover your skills and strengths.

As an essential part of your longer term planning, you will start to develop a career vision, and design a personal action plan to help you to transform your future career.

2. Develop your ideas

The key to having a sustainable career is to find one that you really love and enjoy. However, it is not at all easy to find a job that gives you immense satisfaction. Often people change their job or field of work many times in their life in their search for a better and more fulfilling career. I am sure you have faced ups and downs during your working life, although it could be said that these are inevitable. It is when they impact on the rest of your life that you may need to make change.

Career planning may feel scary for some people, but it is critical to having a career of your choice. The job market is highly competitive and it is important to be aware of what you have to offer and how to sell your skills.

People may drift into careers based on the aims of their parents, their social circle or something they feel comfortable with. But there are thousands of career options available today, so there is every chance that you can find the career that will give you satisfaction.

Unlike 20 or 30 years ago, on average, people change their jobs or careers at least 7 times over the course of their life. Also, people are driven by different things at distinct points of their career. This may be influenced by life changing events, so planning and preparation can help you to be successful in making a transition between jobs or careers.

To develop that focus, take some time out in this workbook. Step back from your day-to-day work and reflect on your life and work. It will set the base for the development and enhancement of your career options.

Career planning isn't just restricted to people who are frustrated and confined to their job, it also applies to those who are happy with their current job too. There is always room for improvement and scope to grow. You just need to explore the realms of your potential and the options at hand. It pays to make the right career choice and it doesn't matter



whether you are preparing for your first job or looking for a career change - it is never too late.

It is also important to ensure that your career goal reflects other areas of your life. For example, if you would like to work in a high profile executive role, but also want a balanced personal life, these goals will conflict. If you have completed workbook one, you should have an idea of what is important to you and what you want to achieve.

So before we go into techniques and strategies to help you to plan your career, we need to spend some time looking at your own overall life plan and where your career fits in. It will leave you with a clear mind, allowing you to make rational career choices and ensure you keep the bigger picture in your sights.

To start to develop your plan, ask yourself the following questions and record your answers in the workbook. This exercise will get you thinking. Please answer these questions honestly and give thought to the responses.

a) When you were a child, what did you want to be when you grew up?

b) Name three people who have had the biggest impact on your life and why?

c) If you could do anything for a living and get paid whatever you wanted, what would you do?