



Action plan

Name: _____

Use this template to develop your own action plan. Contact your nearest Jobs and Skills Centre if you need further information or assistance planning your work and learning options.

Date and timeframe for this plan	
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Reflect on your current circumstances, and where you want (or need) to make changes. These may be about your work and career and include other important aspects like your family, finances and leisure time.

Current situation	
Current situation	

Create a 'wish list' of the things you want in a job. Include your interests and values, as well as your preferences such as hours or work, pay, work conditions and location.

Interests, likes, dislikes and values	
Interests, likes, dislikes and values	
Top ten likes	
Top ten likes	

What is the gap between where you are now and where you would like to be? Set short, medium and/or long term goals to help you close the gap.

Career goals	
Career goals	



Look at what you can already do, and the skills you already have. Then consider what you will need, to be able to do to achieve your job and career goals.

What skills do you already have?	
What skills do you need for this Job/career?	
How will you get these skills?	

What could stand between you and your options? What can you do about it? Who can help you?

Obstacles and solutions	
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What steps do you need to take to achieve your work and learning goals?

Action steps	
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