



conspicuous

## **New Career Planning**

Career transitioning requires planning.

This simple five step planning tool provides shape and structure for any planning you might be doing and will help shape your thinking. Use it for your life or career planning.

### The Five Step Planning Tool

Step One: Goal – what would success look like?

Write down the goal or objective of what you are planning.  
Describe clearly what success looks like and ensure the objective is S.M.A.R.T.

Step Two: Reality / Current Situation

Describe the current situation / reality.  
What are your strengths and things you are good at? What are your weaknesses or the things you are less good at? What threats might stop you? What are the opportunities you have?

Step Three: Options

Reflecting on Step 2; what options do you have moving forward to achieve your goals?  
Build on your strengths, manage your weaknesses, eliminate the threats, exploit the opportunities.

Step Four: Milestones

Reflecting on Step 3; decide when these actions should take place.  
Create your roadmap between now and goal completion date.  
This should include dates to review progress and clear accountability.

Step Five: Kickstarting the Plan

Having the developed the plan: get going!