



Executing Your Career Plan

Last week, we focused on steps to planning your career success. Of course, a plan that is never executed is virtually of no value. So, this week, we give you a few pointers to help you execute your plan and to execute it well.

- Prioritise and remain focused:- Daily, there will be several matters, not connected to your plan, that will demand

your attention. While dealing with the important things, make sure you also give adequate attention to those that will help you to progress towards your goals.

- Remember that learning never ends:- Constantly evaluate your learning needs and pursue the relevant training. While you will want to (and should) spend as much time as possible learning about your chosen field, having knowledge and skills in associated areas (e.g. computer programming) will only further equip you in your pursuit of success.
- Network:- As the well-known saying goes, “No man is an island.” You will need help along the way. Build relationships with other professionals. But, also remember to be selective in the persons you choose to include in your network.
- Be the consummate professional:- Punctuality, respect, taking initiative, teamwork, dependability. All these qualities (and more) you should exemplify.
- Think things through before making a decision.
- Make time for reflection:- Achieving success will require your spending time thinking, analysing, reflecting on what went well and what could have been done differently. Daily reflection will allow you to modify your plans to ensure you reach your goals.
- Seek feedback:- Even as you reflect, the opinion of others will provide additional insight and inform decisions that are crucial to accomplishing your goals.
- P.M.A.:- Maintain a **Positive Mental Attitude** and allow that enthusiasm to be evident to those around you.

The key is not just working hard but working smart. Put your plan in motion today.

Source: Hobbs, B. (2012). Planning for success. In *The Work Book* (71-76). La Plata, MD: The La Plata Press.