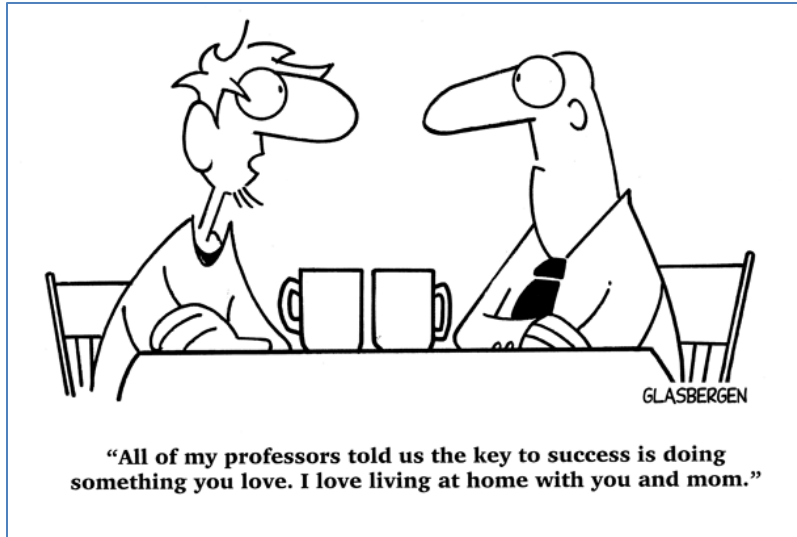


Planning for Career Success



Any individual who has found success will tell you it did not happen by accident. Similarly, if seeking professional success, know that planning is a crucial part of the process to your achieving that goal. Documenting your plan (as opposed to only having a few thoughts) will help

you to identify a clear path to arriving at your desired goal, and to track your progress along the way. In essence, your plan will function as your career GPS. Inevitably, there will be eventualities that threaten to throw you off your pre-defined path. The plan allows you to make adjustments (re-calculate), adding or subtracting details as necessary to arrive at your destination. Here are a few steps to planning your career success.

Step 1: Write down your long and short term goals.

Step 2: Write down the ‘big picture’ things that must happen for you to accomplish your goals.

Step 3: Consider the specific steps you will need to take to accomplish those goals.

Step 4: Once you understand the steps, add timelines for completion

Step 5: Add what you will need to do this year, month, week, and day, to meet your goals.

Step 6: Identify items that may prevent you from accomplishing these goals.

Step 7: Think about what additional steps you could take to ensure successful completion of your goals.

Now you have a clear road map to achieving your career goals. The rest is simply doing what you have planned to do.

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