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[You can get your copy of *Get the job you really want* by Erin Devlin HERE](http://booktopia.kh4ffx.net/mgRDRD)

**Career Plan Template**

Use this digital Career Plan Template in conjunction with instructions in Erin Devlin’s book *Get the job you really want*.

**Life and career vision board**

Using an art board, the space here, or a platform like Pinterest, you can pull together images that resonate with you relating to your life and career, or write some descriptive text. Examples might include a businessperson winning an award, a mother holding a baby, a traveller on top of a mountain or a social worker reaching out to someone in need. Choose images and words that resonate with you and include them here.

**Career Vision**

Create a vision statement for yourself which reflects you and what you want your career to look like in five or ten years’ time; e.g. ‘To be a world-class solar panels expert, furthering the use of renewable energy’. Include your vision statement here.

**Motivating factors**

From the list of motivating factors below, circle those which are important to you in a job, or list additional options. Choose your top ten and rank them in order of importance.

Keep them handy when assessing job opportunities to help you choose a job that you’ll enjoy.

1. Caring for the environment
2. Social good
3. Giving back
4. Community engagement
5. Making money
6. Status
7. Business ownership
8. Entrepreneurship
9. Leadership opportunities
10. Making people happy
11. Having order and structure
12. Being creative
13. Lots of social interaction
14. Meaningful work
15. Being rewarded or recognised
16. Standard hours
17. Flexibility
18. Work-life balance
19. Being seen as an expert
20. Close to home
21. International travel
22. Autonomy
23. Work friendships
24. Growth and development
25. Being innovative
26. Career progression
27. Working with technology
28. Ability to challenge
29. Problem solving
30. Realising potential
31. Great work environment
32. Stimulating work
33. Being physically active
34. Other?
35. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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**Interests**

What do you love doing? How do you spend your spare time? List your interests here.

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**Strengths**

What are you good at? What are your natural abilities? List your strengths here.

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**Values exercise**

Using the list below, choose 20 values that really resonate with you. Then group them together under five or six related headings with an accompanying phrase. For example, you might choose values like *adventure*, *fun*, *joy*, *playfulness* and *happiness*, and therefore your key heading and phrase might be ‘Happiness: having fun and seeing the positive side of situations’.

Accountability

Achievement

Adventure

Advocacy

Ambition

Autonomy

Balance

Brilliance

Calmness

Career focus

Caring

Challenge

Charity

Cheerfulness

Cleverness

Collaboration

Commitment

Community

Compassion

Consistency

Contribution

Creativity

Credibility

Curiosity

Decisiveness

Dependability

Development

Diversity

Empathy

Encouragement

Enthusiasm

Ethics

Excellence

Fairness

Family

Flexibility

Freedom

Friendships

Fun

Generosity

Growth

Happiness

Health

Honesty

Hope

Humility

Humour

Inclusiveness

Independence

Individuality

Innovation

Inspiration

Intelligence

Joy

Kindness

Knowledge

Leadership

Learning

Love

Loyalty

Making a difference

Mindfulness

Motivation

Open-mindedness

Optimism

Originality

Passion

Peace

Perfection

Performance

Playfulness

Popularity

Power

Proactivity

Professionalism

Quality

Recognition

Relationships

Reliability

Resilience

Resourcefulness

Responsibility

Responsiveness

Risk-taking

Safety

Security

Self-control

Selflessness

Service

Simplicity

Spirituality

Stability

Success

Teamwork

Thoughtfulness

Trustworthiness

Understanding

Usefulness

Versatility

Vision

Wealth

Wisdom

Once you’ve completed this exercise you will hopefully have a list of five or six core values. Here is an example of what this might look like:

* **Giving:** giving back and contributing for good
* **Happiness:** enjoying life and work, and always seeing the positive
* **Achievement:** learning, developing, seizing opportunities and continuously improving
* **Integrity:** staying true to what I believe in, and having the courage to advocate
* **Teamwork:** helping and supporting others

**Your values**

List your values here.

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**Profession**

List your chosen profession, or jobs and professions to explore further.

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**Goals**

What are your short- and long-term S.M.A.R.T career goals? List them here.

S.M.A.R.T. stands for Specific, Measurable, Assignable, Realistic and Time-based.

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**Action Steps**

What are the action steps you need to take to achieve your career goals? List them here.

* Include education, training, work experience and exploration steps
* Include skills, knowledge and certifications you need

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**Status**

Include status updates as you take steps towards your career goals

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