

# How do I set up an action plan?

(from Career Planner: Choosing an Occupation)

## Introduction

An action plan is a way of recording what you need to do to reach your goal. It's also a way of keeping yourself on track.

Think of the things you need to do to reach your goal. Make a list. Here are just some of the things you may want to consider:

- ✦ Do you need to meet with a career counsellor?
- ✦ Do you need to get more information?
- ✦ Do you need to find out which schools offer the training you want?
- ✦ Do you need to attend an open house at each of the schools you are considering?
- ✦ Do you have to discuss things with your family?
- ✦ Do you have to leave your current job?
- ✦ Do you need to look over your finances?

Write down every task you must do, even if it seems minor. Give yourself a deadline for each item and check it off once it's done. If you change your plan, write down the changes.

## Action Plan

Action	Date	Done