

The Strategic Career Action Plan Packet

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Overview

For maximum career success and fulfillment, we need to be able to identify and pursue work assignments that provide:

- **CONTRIBUTION** (impact)
- **MEANING** (legacy)
- **FIT** (alignment of work with core values and other life priorities)

So the “Whats/Whys/Whos/Wheres/Whens/Hows” of our career direction represent the core choices in a strategic career action plan.

And given the fluidity of the world and life, a narrow focus on a single manifestation of career success and fulfillment could restrict our ability to recognize and pursue compelling variations on our essential career themes. This is why we don’t identify **THE DREAM JOB** and call that a strategic career action plan.

Please use the following template to articulate the parameters of your strategic career plan. Use whatever additional space you need, but remember: we want to **confront**, and **not avoid** some hard choices. More words, explanations and/or longer lists sometimes work against achieving the clarity and focus required to work both effectively and ‘on purpose’.

Strategic Career Action Plan Key Elements

What: The essential elements of future career assignments related to task, process, accountabilities, business problems or situations to confront, etc. It is helpful to include examples of ideal job titles/descriptions.

Serving Whom: Ideal customer groups and organizations.

With Whom: Desired characteristics of hiring organization/manager/peers/staff.

Why: Your rationale for the key elements in the Plan best summarized as: why YOU; why THEM (i.e. the hiring organization or person); and why NOW (what needs or trends make your contribution necessary or relevant). Be prepared to reference data sources for each rationale.

Where: Ideal settings, areas, units, functions, etc.

How: Signature strengths or approach. Include any related stipulations for success, (i.e. schedule, travel, etc.).

When: Preferred timing.

Critical Success Factors: Requirements for success; it helps also to include the elements that would represent 'failure' so you know better what to avoid or resist.

Readiness Needs: The talent development needed (real or perceived) related to building knowledge, skills, and experience, AND/OR the needed demonstration of such talent to relevant others.

Sponsors: Key people who do or should support your plan as influential advocates or support.

Next Steps: Key actions and anticipated milestones.

Name _____ Date _____

Strategic Career Action Plan© Worksheet

	More This	Less This
What		
<p>1. The <u>essential elements</u> that I want in my next assignment or career chapter are: i.e.</p> <ul style="list-style-type: none"> a) the kinds of contributions b) the kinds of business problems c) the kinds of accountabilities <p>2. Sample of <u>ideal</u> titles/roles/job description headlines (2-3) for me are:</p> <p>3. I am willing to be flexible on:</p>		
Serving Whom		
<p>Ideal customers and employers I want to serve are:</p>		
With Whom		
<p>Ideal colleagues, managers, staff:</p>		

How		
My signature strengths/approach:		
When		
Preferred timing:		
Critical Success Factors		
1. My next career assignment would be <u>successful</u> if it allowed for these kinds of professional and personal accomplishments: 2. What would signal <u>“failure”</u>: (When will I know it is time to recalibrate, move on, “call		

<p>the game”...)</p>		
<p>Readiness Needs</p>		
<p>1. Skill demonstration or skill development plan:</p>		
<p>Sponsors</p>		
<p>(Think both internally and externally)</p> <p>1. The advocates/sponsors that <u>are on board</u> with this are:</p>		

2. The sponsors that I need to get on board are:		
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Next Steps		
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Key actions and anticipated milestones:		
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One-Page Strategic Career Action Plan

Use this form to capture the headline elements from your Plan Worksheet.

What:	
Serving Whom:	
With Whom:	
Why:	
Where:	
How:	
When:	
Critical Success Factors:	
Readiness Needs:	
Sponsors:	

Next Steps:	
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