**Developing a Career Plan Tips**

1. **Conduct a personal audit:**

* Write down your career history to date and note key responsibilities and skill and knowledge acquired and achievements made.
* Summarize in strength order your transferable skills that a future employer might be interested in.
* Write down your likes and dislikes about work in general and your job in particular. • Write down your personal values and what is important to you about work
* Get some perspective by doing some thinking on your broader life goals and see how your career development planning integrates with that.

1. **Determine where you want to go:**

* Look at what you might like to do
* Consider the locations of where you would like to work
* Think about the requirements of those jobs
* Conduct a gap analysis comparing now with your opportunities and career ideas
* Then figure out strategies for filling the gap and by when.

1. **How can you start to determine where you want to go:**

* Review your career and look for patterns what does it tell you about your next choice?
* Identify factors that could broaden or limit your opportunities such as mobility, family, and flexibility
* Think about your life style and your individual job security needs
* Conduct a visioning exercise and describe on paper your perfect job as if it happened suddenly overnight. What would you see, what would you be doing, where would you be?
* Speak to a Mentor about your career goals
* Interview senior managers in your company and through your networks