

*Successfully
Ever After*

CAREER SUCCESS PLANNER

"THE BEST
WAY TO
PREDICT THE
FUTURE IS TO
CREATE
IT." —

ABRAHAM LINCOLN

DO YOU HAVE
A CAREER
DEVELOPMENT
PLAN?

WELCOME!

TO YOUR CAREER SUCCESS PLANNER!



Using the workbook will help you gain clarity on your goals and develop a clear picture of where you want your career to go in the coming months.

The simple fact you downloaded this planner, is a sign you want to take active steps in building a career you want and will enjoy.

Opportunities don't simply show up at your door. If you want a career you love, you must take action to make it happen.

Unsure how? Don't worry. This workbook will walk you through all you need to know.

BEFORE YOU BEGIN...

Before you start planning your career goals for next year, here are a few suggestions to make the process as easy as possible, and to give you the best chance of achieving your goals.

- **Focus on the next 6 months.** While it's good to have broad long-term goals, you don't know exactly what the future will bring. Setting career objectives for the next 6 months is achievable, and you build in some flexibility to pivot along the way as your projects evolve.

- **Block out time without distractions.** Close down your emails, put your phone on silent. This is your career. Give it priority.

- **Talk about it.** Talk to your spouse, your family, a friend or a trusted colleague. It's fine to fill in the planner by yourself too, but sometimes it can help you reach clarity if you discuss your ideas out loud with someone else. Then when you're ready, talk to your manager or supervisor about your career goals so that they can support you. In fact, sometimes just letting them know you're interested in learning more and succeeding can open the door to internal opportunities.



OK? You're ready to jump right in!

The only way to do great work is to love what you do. If you haven't found it yet, keep looking. Don't settle. ~ Steve Jobs

STEP 1

YEAR IN REVIEW



Before you make plans for the coming year, take a look at what the past year was like for you. Why? Because if something made you excited to get out of bed and go into the office, then you'll probably want to do more of that! And if some project or experience at work made you want to write your resignation letter, then it's probably best to avoid that again if you can.

Think about the following questions.

- What projects did you enjoy working on in this year?
- What activities did you enjoy the least?
- What was difficult about your work?
- What wasted the most of your time?
- What were your personal and professional accomplishments?
- What skills did you strengthen?
- What skills did you identify you need to improve?
- Overall, how do you feel about the year? What would you have changed?

ACTION STEP:

Reflect on the questions above and use this space to note your responses. If you haven't had your year end review, these can be great reflections to talk with your manager about as well.

STEP 2

SET YOUR CAREER GOALS

What do you want to achieve this year? What does success look like and how will you know if you've got there? Think of the high-level goals you would like to set yourself this year.

Here are some examples....

- Get a promotion
- Find a new job
- Ask for (and receive) a raise
- Complete a professional certification
- Learn a new skill
- Take an online course
- Job shadow to learn about another career opportunity
- Cross train within my department to increase my value



ACTION STEP:

Write down 1-5 goals you have for your career and why they are important to you.

STEP 3

DEFINE YOUR ABSOLUTES

Think about what you are not prepared to compromise or give up on to achieve your goals this year. These are the things you are not willing to do or no longer want to do. Or the things you must have. Considering these now will make it easier to make decisions about your career. You'll know what you are prepared to do and how you want to spend your time at work and away from work, and that makes it easier to say yes to the right opportunities or no to things that don't fit your aspirations for the year.

Here are some examples....

- I don't want to work weekends.
- I don't want to put in overtime every week.
- I'll attend one professional networking activity each month.
- I'll use my vacation time.
- I'll work out 3x's each week.
- I'll only check Instagram once a day.
- I'll grow in my faith/belief system.

ACTION STEP:

Write down what you refuse to compromise on both professionally and personally.

STEP 4

IDENTIFY YOUR SUPPORT SYSTEM

As important as identifying what you want to do, is identifying who or what can help you achieve those goals. Who can help you reach your career goals? Do you need to ask your manager to send you for training? Have you identified a mentor or coach?

Your family and friends are an important part of the equation too. Maybe they can help you with childcare so you can attend networking events? Do they have personal connections that can help you find a new opportunity?

Are their professional organizations you need to join for industry knowledge and connections? Are their online groups you can utilize to grow your network?



ACTION STEP:

Write down who can help support you in achieving your goals. Be specific about what each person or group can help you accomplish.

STEP 5

PLANNING

Now that you have a clear idea of what you would like to achieve, what you won't compromise on, and who can help you reach your goals, it's time to plan out how you will get there. Pick 3 specific goals you want to obtain in the next 6 months and set deadlines and milestones to reach along the way.

For example....

- Sign up for an online course in business finance by x date.
- During my annual review, discuss with my manager what I need to do in order to be eligible for the next round of promotions.
- Update my resume by x date and send it to a recruiting agency by x date.
- Find a mentor to work with me on x by end of next month.
- Book a vacation for x date because I realize not taking time for myself and family is leading toward burnout.

TIP: Set a meeting with yourself and put it on your calendar or planner. This will give you focused time to work on your career development plans. Your career is important, so prioritize it!

ACTION STEP:

Write down what tasks you need to do to reach each of these goals. Keep in mind, some goals may need to be broken down into mini steps. For example, you might need to research courses before you can sign up for one. Give each item a due date and make a note if someone specific can help you reach it.

FINALLY....

Can you see how you are going to reach your career goals this year? Your plan should help you get there. By breaking down your big objectives into smaller tasks, and identifying who can help you get there, you are already well on the way to making your plans a reality.

The key is committing to the deadlines you've set. Make the list in Step #5 has real dates deadlines. Make the dates realistic and achievable. Transfer them to your calendar if that helps, or pin up your plan where you will see it regularly. Set reminders on your phone.

Adding dates to your tasks shows you what has to be done by when in order to achieve your objectives. It might seem like extra effort to plan out each task and set a finish date, but it is worth it - I promise. If you don't, there is a chance you'll get towards the end of your 6 months (or the end of the year) and find that you are rushing to try to achieve everything. Or worse, you'll feel disheartened that you haven't made as much progress as you wanted and you may not feel inclined to carry on with your plans.

It's about accountability. You are making a promise to yourself when you put those dates in your calendar. Check your progress frequently and make sure that you stay on track. Check-in regularly to see where you are ahead or behind on your ideal plan and make corrections as required. Sharing your deadlines with a trusted colleague or friend can also help keep you accountable!



“Opportunities don’t happen, you create them.” — Chris Grosser

IS PROMOTION IN YOUR CAREER PLAN?



If you're ready to level up and get promoted, Pathway to Promotion can help you achieve the success you've been looking for in just 15 minutes per day.

People who receive promotions do 3 specific things. Bosses look for a lot of different qualities when deciding who to promote. Many people get overlooked after stacking a string of satisfactory annual reviews together. How to get promoted isn't something covered in your business classes or mentioned in your employee handbook, but it is something you can learn.

If you're ready to move up, you need to make sure you're known for the right things at work. You need to...

1. Know the right way to show commitment to the team and company.
2. Implement strategies to build the right influence in a way that positively impacts your career.
3. Learn techniques to develop creative game-changing solutions.

Visit
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increase your visibility with
supervisors and key
stakeholders so they
recognize your star potential.