

Charting Your Career Roadmap

Workbook



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Describe your ideal career goals.

What position do you aspire to hold?

- In which industry or field do you see yourself thriving?
- Are there specific achievements or projects you aim to accomplish?

List your top priorities and set milestones.

- What are the key priorities that align with your career vision?
- Break down your goals into smaller milestones for better tracking and motivation.

Position:

Industry:

Achievements or projects to accomplish:

Key priorities:

1

2

3

Current career status:

Identify your current career status.

Assess your skills gaps and areas for improvement.

- Identify areas where you can improve or acquire new skills.
- Consider any certifications or training that might enhance your skillset.

Current job title or role:

Current employer:

Industry:

Years of experience: 0-1 year 1-2 years 3-5 years 5+ years

Areas to improve:

Skills:

New skills to acquire:

Create an action plan.

Where are you now in your career?

- What aspects of your current role do you enjoy?
- What challenges do you face?

Define short-term and long-term goals.

- Outline specific goals for the next 6 months, 1 year, 3 years, and 5 years.

Assess current skills and identify gaps.

- Use a skills assessment tool to evaluate your strengths and areas for improvement.

Create a plan for skill development.

- List the skills you want to develop.
- Identify resources or courses to acquire these skills.
- Set milestones and timelines.
- Break down your action plan into achievable milestones with realistic timelines.

Consider external factors like industry trends.

Research current industry trends that might impact your career.

- How can you align your goals with these trends?

In my role I enjoy:

Challenges:

In 6 months:

In 1 year:

In 3 years:

In 5 years:

Emerging skills in demand.

Assess your current proficiency in these skills.

- Identify ways to acquire or enhance these skills.

Changes in recruitment.

Increased use of AI and skills assessments.

- How comfortable are you with these technologies?
- Consider taking online courses or workshops on AI and skills assessments.

More virtual interviews and networking.

- Prepare for virtual interviews by practicing with a friend or mentor.
- Explore virtual networking events and join relevant online groups.

HR expectations.

Collaboration tools, remote work, and continuous learning:

- Evaluate your proficiency in collaboration tools.
- Explore remote work opportunities.
- Develop a plan for continuous learning.

Data analysis: ☆☆☆☆☆

AI/automation: ☆☆☆☆☆

Cybersecurity: ☆☆☆☆☆

Creativity: ☆☆☆☆☆

Empathy: ☆☆☆☆☆

Possible online learning courses:

Collaboration tools: ☆☆☆☆☆

Remote working opportunities:

Building your skills for the future.

Crucial skills for 2024.

Technical skills.

- List the technical skills required in your industry.
- Assess your proficiency in each skill and identify areas for improvement.

Soft skills:

- Identify soft skills such as adaptability, communication, and teamwork.
- Reflect on situations where these skills can be applied in your current or future roles.

Continuous learning through online programs.

- Explore online platforms offering courses in your field.
- Set a goal for completing a certain number of courses in the next year.

New skills crucial for professionals.

- Compare the identified skills with your current skill set.
- Develop a plan to acquire the identified skills through training or on-the-job experiences.

Skills related to remote work.

- Assess your proficiency in remote work tools and communication.
- Identify additional skills needed for effective remote collaboration.

Continuous learning and upskilling.

- Develop a schedule for continuous learning.
- Explore resources for staying updated on industry trends.

Technical skills:

_____ ☆☆☆☆☆ _____ ☆☆☆☆☆

_____ ☆☆☆☆☆ _____ ☆☆☆☆☆

_____ ☆☆☆☆☆ _____ ☆☆☆☆☆

Soft skills:

Establishing your brand.

Building a strong online presence.

Optimize your LinkedIn profile.

- Update your LinkedIn profile with recent accomplishments.
- Add a professional photo and optimize your headline.

Create a website/portfolio.

- Develop a personal website showcasing your projects and achievements.
- Ensure the design is clean and professional.

Comment on industry forums.

- Engage in discussions on relevant forums.
- Share valuable insights and build your reputation as a thought leader.

Tips for successful networking.

Attend virtual events.

- Find upcoming virtual events in your industry.
- Set a goal for attending a certain number of events per month.

Define clear networking goals.

- Determine your objectives for networking (e.g., job opportunities, insights).
- Join LinkedIn and Facebook groups related to your field.

Send personalized invites.

- Craft personalized connection requests explaining your interest.
- Participate in online industry events for dedicated networking.

Leverage hashtags strategically.

- Identify relevant industry hashtags.
- Use them in your social media posts to increase visibility.

Strategies for an effective job search.

Utilize online platforms.

Optimize your LinkedIn profile.

- Review your LinkedIn profile and update it based on the provided tips.
- Ensure your profile reflects your current skills and achievements.

Following companies on social media.

- Identify companies of interest and start following them.
- Engage with their content to stay informed about industry trends.

Check platforms like Glassdoor.

- Research potential employers on Glassdoor to gather insights.
- Use this information to tailor your job search strategy.

Craft a compelling resume and cover letter.

Resume tips:

- Tailor your resume for the specific job you're applying for.
- Use clear, concise language and quantify your achievements.

Cover letter tips:

- Address the hiring manager directly.
- Customize each cover letter to align with the job description.

Navigating virtual interviews.

Master virtual interview tips.

- Conduct a tech check before every virtual interview.
- Create a distraction-free, professional background.

Active engagement.

- Prepare questions to ask the interviewer.
- Follow up.

Companies to follow:

- 1 _____
- 2 _____
- 3 _____

Potential employers:

- 1 _____
- 2 _____
- 3 _____

Potential interview questions:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

Overcoming obstacles along the way:

Identify potential barriers.

Identify skills gaps, economic factors, and personal responsibilities.

- Assess potential barriers in your career path.
- Develop strategies for addressing each barrier.

Embrace challenges.

- Share an instance where you turned a challenge into an opportunity.
- List three positive outcomes from facing challenges.

Learn from setbacks.

- Reflect on a setback in your career.
- Outline the lessons learned and how you applied them.

Cultivate positivity:

- Identify three things you're grateful for in your professional life.
- List ways to maintain a positive outlook during challenges.

Seek mentorship.

Seek guidance and wisdom.

- Identify a potential mentor in your industry.
- Outline specific areas where you seek guidance.

Attend networking opportunities.

- Leverage your mentor's network for introductions.
- Attend industry events with your mentor's guidance.

Build on emotional support.

- Reflect on the emotional support you've received in your career.
- Identify someone you trust to provide ongoing emotional support.

Develop your skillset.

- Identify a skill you want to develop with your mentor's guidance.
- Discuss this goal with your mentor and create an action plan.

Prepare for career advancement.

- Discuss your long-term career goals with your mentor.
- Seek advice on how to advance in your career.

Potential barriers:

I turned a challenge into an opportunity when:

I'm grateful for:

- 1 _____
- 2 _____
- 3 _____

Mentor:

Areas for guidance:

My support system:

A skill I want to develop:

Achieve work-life balance.

The importance of balance.

Prevent burnout and enhance productivity.

- Reflect on a time when work-life balance positively impacted your productivity.
- Outline specific practices you currently follow to prevent burnout.

Set boundaries.

Communicate clearly.

- Share an instance where you communicated your boundaries effectively.
- List your preferred methods for communication.

Prioritize tasks.

- Identify a tool or technique for prioritizing tasks.
- Share your process for setting realistic goals and deadlines.

Learn to say no.

- Reflect on a situation where saying no was necessary.
- Outline the positive outcomes of setting boundaries.

Schedule breaks.

- Share your current approach to scheduling breaks.
- Identify areas where you can improve in this regard.

Evaluate and adjust.

- Describe a recent assessment of your workload.
- Share an adjustment you made to maintain balance.

Wellness practices:

Meditate, exercise, and practice healthy sleep habits.

- Create a weekly wellness routine incorporating these practices.
- Track your progress and adjust as needed.

Work-life balance positively impacted my productivity when:

I prevent burnout by:

How I communicate boundaries:

My tool to prioritize tasks:

Saying 'no' was necessary when:

My approach to taking breaks:

Financial planning for your goals.

Budget for passion projects.

Allocate a specific budget.

- Determine a budget for passion projects in alignment with your financial goals.
- List potential passion projects and associated costs.

Track expenses.

- Use a financial tracking tool or app to monitor passion project expenses.
- Identify areas for cost-saving without compromising quality.

Explore ways to monetize.

- Research potential revenue streams for your passion projects.
- Identify opportunities for monetization without losing the project's essence.

Discover financial assistance programs.

Research available programs.

- Explore available financial assistance programs in your industry.
- Determine eligibility criteria for each program.

Leverage available resources.

- Develop a plan to leverage available resources for financial support.
- Explore both industry-specific and community-based programs.

Budget for passion projects:

Passion projects and costs:

- 1

- 2

- 3

Potential financial assistance:

- 1

- 2

- 3

Find opportunities for continuous learning.

Learn in a formal setting.

Pursue traditional degrees.

- Research accredited degree programs relevant to your career goals.
- Explore options for financial aid, scholarships, or employer tuition assistance.

Obtain certifications.

- Identify industry-recognized certifications relevant to your field.
- Consider online courses or workshops to prepare for certification exams.

Invest in targeted training.

- Attend specialized training sessions or workshops for specific skills.
- Look for training programs offered by reputable institutions or industry experts.

Try alternative learning options.

Explore online courses.

- Identify online platforms offering affordable courses in your area of interest.
- Seek out free or low-cost courses from reputable providers like Coursera, edX, or Khan Academy.

Utilize Open Educational Resources (OER).

- Access freely available educational materials, textbooks, and resources online.
- Leverage OER platforms for self-directed learning and skill development.

Attend workshops and meetups.

- Participate in local workshops, meetups, and networking events.
- Engage in skill-sharing activities to broaden your knowledge base.

Seek mentorship and apprenticeships:

- Connect with experienced professionals who can offer hands-on guidance.
- Consider apprenticeship programs or internships to gain practical experience while learning.

Join professional associations.

- Become a member of industry-specific organizations for access to educational resources.
- Attend conferences and webinars hosted by professional associations to stay updated on industry trends.

Degree programs:

Potential certifications:

Workshops near me:

Apprenticeships near me:

Upcoming conferences:

Local professional associations:
