Example of a SMART Career Action Plan

Broad Aim: To identify a new career where I feel that I can make a real difference

Goals	What will I do? Make your goal SMART (Specifi , Measurable, Achievable, Relevant)	Date to be completed by (Timed)	Outcome	Date completed
1	Undertake online research to Identify a local Career Consultant; arrange an appointment to consider my career options; meet up.	10 Jan	Identified Career Consultant; appointment on 10 Jan	10 Jan
2	Research and select a career-matching tool to identify potential career options; identify 3 job profiles of interest.	25 Jan	3 jobs of interest: Teacher Art therapist Holistic therapist	25 Jan
3	Using the internet, identify 3 local organisations offering my jobs of interest; arrange a meeting at each organisation to find out more about each role.	10 Feb	Meetings arranged at: Smalltown Primary School; Smalltown Art Therapy Group, Essence Holistic Therapy Clinic	10 Feb
4	Meet with staff in roles of interest; reflect on and list the pros and cons of each job to enable me to consider the reality of each option. Prioritise the list of options.	10 March	Interested in exploring teaching and art therapy; excluded Holistic therapy as prefer to be employed by an organisation rather than self-employed	10 March
5	Talk to Career Consultant to discuss my career options in more detail and decide what to do next.	20 March	Spoke to Career Consultant on 20 March; decided to work shadow teacher and art therapist	20 March
6	Organise and complete work shadowing with primary school teacher and art therapist to enable me to make a career choice.	30 April	Decided to pursue art therapy as a career	30 April

Now you can use the template on the next page to produce your own career action plan.
Start with your broad aims, order them according to your priorities and then break each one down into a set of SMART goals.

My SMART career action plan

Goals	What will I do? Make your goal SMART (Specifi , Measurable, Achievable, Relevant)	Date to be completed by (Timed)	Outcome	Date completed
1				1
2				2
3				3
4				4
5				5
6				