

## Topic 2: Career Planning

**\*\* you may need to hold the ctrl key to open links in a new tab\*\***

Creating a Career Action Plan helps you identify what you will do, and when to work towards you career goals.

Action planning works best when specific steps are identified. Each time you complete one of the steps, you have achieved a part of your goal.

**The following tasks aim to support the development of your own unique Career Action Plan**

Decision making tools to support your career planning.

**Read**



[Three simple decision-making tools.](#)

Making decisions for your career.

**Activity**



[Discover your decision-making style.](#)

**Set S.M.A.R.T. Goals**

Setting SMART goals means that you can focus your efforts and clarify what you want to achieve.

**Watch**



[One step at a time](#)

**Activity**



Create your [S.M.A.R.T. Goals](#) for your action plan. (download and save document)

**Create your career action plan and take action.**

Preparing a career action plan is a good way to help you to achieve your career related goals.

**Activity**



Create your own [career action plan](#). (download and save document)

## Reflect



Now it's time to reflect on the completed activities and consider the following.

- What have you learned about your career goals?
- Are your goals achievable?
- Do you need support to commence your career plan?

From the evidence that you have gathered start creating your own [Career Portfolio](#). Check out the Learning Portfolio via the easy logins on your student portal.

**Well done you've completed Topic 2, Career Planning and have created your own action plan.**

Now that you have completed the tasks in Topic 2 head to Topic 3 to discover the importance of understanding the job market.

If you require additional support in developing your career action plan book a [career advise appointment](#) with an ECU Career Adviser.