

MY ACTION PLAN...

- I. Do I have a clear focused goal and enough skills to pursue it?
If "yes" write that job objective or objectives here:

If "no" what do I need?

More skills (write which skills)

more self knowledge (values and skills analysis, assessment)

more knowledge about the labor market, specific jobs and companies

help in decision-making

STOP HERE UNTIL YOU CAN ANSWER YES

- II. When answer to section I is yes, continue here:

yes somewhat no

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Do I have a resume, marketing letter, proposal or other alternative way of applying for jobs in writing? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Do I have a network in place both for job leads and support? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Have I identified employers that could use my skills? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Have I polished my interviewing skills? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Am I comfortable using the Internet and speaking? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Do I know local resources that can aid in my job search? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Do I know how and where to research jobs and companies? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Do I regularly check Internet websites, LinkedIn, company websites, job postings etc. for job leads? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Do I have a social media presence on the Internet? |

- III. Look at numbers checked "no" or "somewhat." Write here what I need to do to improve in those areas. This is my immediate action plan:

- 1.
- 2.
- 3.