

Career Map

How to reach your long-term goals





To be prepared for new challenges, you'll need to stay motivated.

Our comprehensive self-development Career Map has been designed with the committed, ambitious professional in mind. If you use it and review it regularly, it will prove an invaluable tool in your road to success!

The Career Map contains six easy-to-complete goal-setting charts:

Current job – Existing skills and future potential

Goals – Long term

Summary – Objectives and skills to be developed

25 goal setting questions

Action plans – 1-6

Forward planning

Current job Existing skills and future potential

Name

Current job title

Salary and benefits

Key responsibilities

Existing skills list

Future prospects

Potential for skill development

25 goal setting questions

Future ideals

Who would I like to become?

What character traits would I like to develop?

What would I like to accomplish over the next 1-2 years?

Developing my skills

Which existing skills am I proud of?

When have I been commended for my skills/behaviour at work?

Which existing skills would I like to develop/master?

Which new skills would I like to learn?

Can I see a way to achieve these skills?

Using resources to achieve goals

Who do I need to contact/speak to who could help?

Who would I like to meet to help my personal development?

What mentors do I already know who could help me?

What other resources could I use that I don't now?

25 goal setting questions

My work environment

In which environment do I work best?

How do I interact with others, and could this be improved?

What limiting fears do I want to overcome?

In which areas do I feel I need to improve?

What aspects of my working life do I want to change?

What are my strengths in the workplace?

Money matters

How much do I want to earn and save per month?

What aspects of my lifestyle are dependent on my earnings?

What material things could I afford with this money?

Personal life

How important is money when I look for a job?

What things do I want to do in my free time?

How will these enrich my life?

What is most important to me in terms of work-life balance?

Action plans

Goals 1 & 2

Goal 1

How will I benefit?

Who can help me?

In what way?

Obstacles I need to overcome

Skills I need to develop

Short term objectives

Date to achieve

Review date

Goal 2

How will I benefit?

Who can help me?

In what way?

Obstacles I need to overcome

Skills I need to develop

Short term objectives

Date to achieve

Review date

Action plans

Goals 3 & 4

Goal 3

How will I benefit?

Who can help me?

In what way?

Obstacles I need to overcome

Skills I need to develop

Short term objectives

Date to achieve

Review date

Goal 4

How will I benefit?

Who can help me?

In what way?

Obstacles I need to overcome

Skills I need to develop

Short term objectives

Date to achieve

Review date

Action plans

Goals 5 & 6

Goal 5

How will I benefit?

Who can help me?

In what way?

Obstacles I need to overcome

Skills I need to develop

Short term objectives

Date to achieve

Review date

Goal 6

How will I benefit?

Who can help me?

In what way?

Obstacles I need to overcome

Skills I need to develop

Short term objectives

Date to achieve

Review date

Forward planning

Be specific about the responsibilities you wish to have, the skills you wish to develop and the salary and benefits you wish to earn.

Year one job title

Salary/benefits

Responsibilities

Skills I'll be using

Year three job title

Salary/benefits

Responsibilities

Skills I'll be using

Year five job title

Salary/benefits

Responsibilities

Skills I'll be using