

POST-GRADUATION CAREER ACTION PLAN

Step-by-Step Guide

STEP 1: Set long-term goals.

You've graduated! Now what? Goal setting is an essential skill in career planning and helps to clarify your direction and track your progress. Long-term goals can be anything you want to achieve in a timeframe that is 6-months or longer. Work through the steps below to make sure your long-term goal meets the SMART goal formula

	Specific	Measurable	Attainable	Relevant	Time-bound	= Goal
Instructions	<i>Are you being specific? What do you want to accomplish?</i>	<i>How can you measure progress toward realizing your goal?</i>	<i>Do you have the skills/tools required to achieve the goal? If not, can you obtain them?</i>	<i>Is it aligned with overall objectives?</i>	<i>What's the deadline and can you stick to it?</i>	<i>Now, reword your goal into one succinct sentence.</i>
Example	<i>Secure a production assistant position on a film set</i>	<i>I will know I've achieved my goal when I land the job</i>	<i>This is attainable because it's an entry level position & I've volunteered on film sets</i>	<i>This goal is relevant to my dream of becoming a film director</i>	<i>Six months after graduation</i>	<i>Secure a production assistant position on a film set six months after graduation</i>
Your Response						

STEP 2: Set short-term goals.

So, you've articulated your long-term goal. Great! But how do you start to work towards it? That's where short-term goals come into play. Short-term goals outline specific steps you will need to take to realize your long-term goal. Be sure to identify any resources you will need to access and how you are planning to use them. Write out **three** short term goals, ensuring that it follows the SMART goals formula.

- **Short-term goal 1** - Work through the steps below to make sure your short-term goal meets the SMART goal formula

	Specific	Measurable	Attainable	Relevant	Time-bound	= Goal
Instructions	Are you being specific? What do you want to accomplish?	How can you measure progress toward realizing your goal?	Do you have the skills/tools required to achieve the goal? If not, can you obtain them?	Is it aligned with overall objectives?	What's the deadline and can you stick to it?	Now, reword your goal into one succinct sentence.
Example	<i>Expand my network in the film industry by meeting with 10 new industry contacts</i>	<i>Organize one coffee chat per week</i>	<i>This is attainable because my uncle works in the industry and has agreed to connect me with people</i>	<i>Most film jobs are secured through word of mouth, so this goal is relevant because it will expose me to job opportunities</i>	<i>By the end of August</i>	<i>Expand my network by meeting with 10 new film industry contacts by the end of August</i>
Your Response						

- **Short-term goal 2** - Work through the steps below to make sure your short-term goal meets the SMART goal formula

Specific	Measurable	Attainable	Relevant	Time-bound	= Goal

- **Short-term goal 3** - Work through the steps below to make sure your short-term goal meets the SMART goal formula

Specific	Measurable	Attainable	Relevant	Time-bound	= Goal

STEP 3: Plan for the inevitable roadblocks.

We live in a world that's highly volatile, uncertain, complex and ambiguous. The only thing that we can truly count on is that things will not go as planned – at some point or another. We all will face roadblocks along the way, so it's important to anticipate them and identify supports we can use to overcome them.

1. **Identify external roadblocks:** Identify two external roadblocks that may stand in the way of you reaching your long-term goal. Briefly explain which supports you would use to either eliminate or diminish it.

	External roadblocks (e.g. scarcity of jobs in your ideal location; lack of experience; family disapproval; competitive industry; prejudice: racism, sexism, etc.)	Supports (e.g. expand your network; access career services; take a class; volunteer; maintain physical health; reach out to friends and family, etc.)

2		

2. **Identify Internal roadblocks:** Identify two internal roadblocks that may stand in the way of you reaching your long-term goal. Briefly explain which supports you would use to either eliminate or diminish it.

	Internal roadblocks <small>(e.g. lack of/low self confidence, fear of the unknown/leaving your comfort zone, etc.)</small>	Supports <small>(e.g. expand your network; access career services; take a class; volunteer; maintain physical health; reach out to friends and family, etc.)</small>
2		

STEP 4: Determine how you will monitor your progress.

Our action plans are not static – they are continually evolving and changing. Inevitably, we will face barriers and detours and our interests and priorities will change over time. This tool will serve you best if you commit to revisiting your career action plan regularly to track and evaluate your progress.

What strategy will you use to update your goals and make sure you stay on track? (e.g. journaling, to-do lists, project management software).

Commented [SB1]: @Paulina Cisneros I included this step here instead of having them identify a different tracking strategy for each goal. For simplicity sake, I think having ONE strategy to monitor progress might be best! (I know i did it differently in the other handout lol)

Commented [PC2R1]: I love this- makes sense!

Tracking and Evaluation Strategy	
Example	<i>I will save my short-term goal deadlines in my Google Calendar and revisit and update my Career Action Plan on the first day of every month.</i>
Your response	

STEP 5: Reflect and refine your plan.

These plans can be hard to do on the spot and often need a bit of refinement. If you can, talk it out with someone you trust and/or come back to these plans in a day or two and spot if there is any tweaking/adding/subtracting to do.

Commented [SB3]: [@Paulina Cisneros](#) I've included this towards the end of the presentation as I think it also applies to thinking through roadblocks. I'd be happy to address it during the conclusion of the presentation if that makes sense? Let me know what you think!

STEP 6: Begin.

Amelia Earhart once said: “The most effective way to do it is to do it.” Now that you have your steps and goals laid out, act on your plan!