

ACTION PLAN

Long Term Goal:			
Why following a plan will be beneficial?			
Short Term Goals:	Purpose:	Strategy	Time frame:
1. Work on Personal Foundation	Get rid of what is taxing you emotionally.	Cleaned desk and create an organized job search notebook.	By the end of the first month.
2. Identify career field that is a best fit for me.	To identify 5 new potential careers to pursue.	Work with my coach to take a battery of career assessments and debrief the results.	By the end of the second month.
3. Choose a new career to pursue.	To narrow the job search.	Internet research (i.e. salary research) and conducting informational interviews.	By the end of the third month.
4. Update resume to post and send out to ideal companies.	To market self and apply for jobs.	Meet with a resume editor and familiarize self with search engines	By the end of the fourth month.
5. Start networking in the field	To familiarize yourself with potential job openings.	Attend a conferences, join professional organizations, subscribe to trade journal,	By the end of the fifth month.



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		and conduct volunteer work in field.	
6. Start applying for work in related area	To gain more specific experience and continue networking.	Newspaper, internet, trade journals, phone book, library, University or military placement agencies.	By the end of the sixth month.