

■ The Strategic Career Action Plan[©]

Overview

For maximum career success and fulfillment, we need to be able to identify and pursue work assignments that provide:

- CONTRIBUTION (impact)
- MEANING (legacy)
- FIT (alignment of work with core values and other life priorities)

So the “Whats/Whys/Whos/Wheres/Whens/Hows” of our career direction represent the core choices in a strategic career action plan.

And given the fluidity of the world and life, a narrow focus on a single manifestation of career success and fulfillment could restrict our ability to recognize and pursue compelling variations on our essential career themes. This is why we don't identify *THE DREAM JOB* and call that a strategic career action plan.

Please use the following template to articulate the parameters of your strategic career plan. Use whatever additional space you need, but remember: we want to confront, and not avoid some hard choices. More words, explanations and/or longer lists sometimes work against achieving the clarity and focus required to work both effectively and ‘on purpose.’

Strategic Career Action Plan Key Elements

What

The essential elements of future career assignments related to task, process, accountabilities, business problems or situations to confront, etc. It is helpful to include examples of ideal job titles/descriptions.

Serving Whom	Ideal customer groups and organizations.
With Whom	Desired characteristics of hiring organization/manager/peers/staff.
Why	Your rationale for the key elements in the Plan best summarized as: why YOU; why THEM (i.e., the hiring organization or person); and why NOW (what needs or trends make your contribution necessary or relevant). Be prepared to reference data sources for each rationale.
Where	Ideal settings, areas, units, functions, etc.
How	Signature strengths or approach. Include any related stipulations for success, (i.e., schedule, travel, etc.).
When	Preferred timing.
Critical Success Factors	Requirements for success; it helps also to include the elements that would represent 'failure' so you know better what to avoid or resist.
Readiness Needs	The talent development needed (real or perceived) related to building knowledge, skills, and experience, AND/OR the needed demonstration of such talent to relevant others.
Sponsors	Key people who do or should support your plan as influential advocates or support.
Next Steps	Key actions and anticipated milestones.

The Strategic Career Action Plan[®] Worksheet

Name _____ Date _____

	MORE THIS	LESS THIS
What		
<p>1. The essential elements that I want in my next assignment or career chapter are: i.e.,</p> <p>a) the kinds of contributions</p> <p>b) the kinds of business problems</p> <p>c) the kinds of accountabilities</p> <p>2. Sample of ideal titles/roles/job description headlines (2-3) for me are:</p> <p>3. I am willing to be flexible on:</p>		
Serving Whom		
<p>Ideal customers and employers I want to serve are:</p>		



MORE THIS		LESS THIS
With Whom		
Ideal colleagues, managers, staff:		
Why		
<p>The RATIONALE for these choices:</p> <p>1. WHY ME: the short-term, longer term benefit to me is what, and how do I know:</p> <p>2. WHY THEM: i.e., the short-term, long term benefit to WHOM is WHAT, and how do I know:</p> <p>3. WHY NOT: (i.e., in terms of organizational /market forces/trends as well as personal reasons for the timing);</p>		

MORE THIS		LESS THIS
Where		
<p>1. Ideal context (environment) parameters:</p> <p>2. Requirements or preferences regarding location, travel, hours, etc.</p>		
How		
<p>My signature strengths/approach:</p>		

MORE THIS		LESS THIS	
When			
Preferred timing:			
Critical Success Factors			
<p>1. My next career assignment would be successful if it allowed for these kinds of professional and personal accomplishments:</p> <p>2. What would signal “failure”:</p> <p>(When will I know it is time to recalibrate, move on, “call the game”...)</p>			

	MORE THIS	LESS THIS
Readiness Needs		
1. Skill demonstration or skill development plan:		
Sponsors		
(Think both internally and externally)		
1. The advocates/ sponsors that are on board with this are:		
2. The sponsors that I need to get on board are:		

		MORE THIS	LESS THIS
Next Steps			
Key actions and anticipated milestones:			

The Strategic Career Action Plan: My Headlines

Use this form to capture the headline elements from your Plan Worksheet.

What	
Serving Whom	
With Whom	
Why	
Where	
How	
When	
Critical Success Factors	
Readiness Needs	
Sponsors	
Next Steps	

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