**Action planning**

**High level action plan**

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| Experiences/learning I have valued |
| How I am beginning to THINK differently (this could be about your career aims, your skills and/or your behaviours) |
| What I PLAN to do differently (do more of, do less of, stop doing) |
| What do I want to EXPLORE further in terms of my career aims, skills, behaviours or attitudes (notes for your detailed action plan). Priorities this points. |

**Detailed action plan**

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| DESIRED SITUATION  What do I want?  What benefits will result from that? (for you, your career, your skills) |
| PRESENT SITUATION  Where are you now?  How has this happened?  How have you tried to address this?  What have these steps not addressed and why? |
| FUTURE SOLUTION  What would you consider a perfect solution?  What resources will be you need to make this change?  What steps do you need to take to achieve the perfect solution?  How will you know if each step has worked and you have reached your perfect solution? |
| CONSTRAINTS  What stands in the way of this solution and the steps to it? eg timing, other commitments, others’ approval/commitments |

Source: Vitae (2008) *Career Action Planning* [www.vitae.ac.uk](http://www.vitae.ac.uk)