



## 11 Tips for Career Planning at Any Age or Career Stage

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Career planning is not something that you do once and then forget. Considering that research has found that the average worker will change careers – not jobs but careers – five to seven times in their lifetime, career planning is an activity you should do at least once a year.

Here are 11 steps you can take right now to develop a career plan that will get you where you want to be professionally:

### Tip 1: Keep An Up-To-Date Resume

One of the most important steps in planning for the future of your career is to be ready to pounce when opportunities present themselves.

### Tip 2: Make Career Planning a Regular Event

Find a day or weekend at least once a year and schedule time to truly focus on what you want out of your career.

### Tip 3: Reflect On Your Career Path From Your Career Planning Session

Make a list of what you like and dislike about your job. It's also important to have a clear and meaningful purpose that you find emotionally engaging. What do you really need from your work? To make a difference? To become financially independent?

### Tip 4: Reflect On What You Like, Dislike, Need, And Want From Work

Make a list of what you like and dislike about your job. It's also important to have a clear and meaningful purpose that you find emotionally engaging. What do you really need from your work? To make a difference? To become financially independent?



## Tip 5: Keep A Record Of Your Achievements

Most of us don't keep a track record of work achievements; however, this is not only useful for building your resume, it's also useful for career planning. Learning to track and write about your professional accomplishments will serve you well when working toward your next career goal.

## Tip 6: Identify Your Transferable Skills

Maybe your job title is Business Analyst but you have a lot of project management experience and skills that could be applied to other jobs. Think beyond your current job title by considering your goals and how the skills you have now would be useful in a new role. Make a list of relevant transferable skills to add to your resume.

Also, do some research on what skills you need to gain. If your goal is to become the VP of Finance, for example, what experience and skills do you need to gain in the next year, or in the next five years, to be qualified for that job title? Then create a plan for achieving your long-term career goal.

## Tip 7: Set Career Goals

Make a list of what you like and dislike about your job. It's also important to have a clear and meaningful purpose that you find emotionally engaging. What do you really need from your work? To make a difference? To become financially independent?

## Tip 8: Explore New Education Or Training Opportunities

Never miss a chance to learn and grow more as an employee and individual. Part of career planning is finding training opportunities, or workshops that will help you further your career.



## Tip 9: Leverage And Learn From Others

Build relationships with leaders, attend job-related conferences, and explore other events. The better your network, the more opportunities you have to learn from others who've enjoyed success. To find out more about other possible career options, you can conduct some informational meetings with colleagues or managers – people are generally willing to share advice if you ask.

## Tip 10: Step Out Of Your Comfort Zone

One of the best ways to advance your career is to identify and solve an organizational problem a company is experiencing. If you can identify a problem within an organization, propose a solution, and ask to implement it, you will not only increase your visibility, but also expand your skills.

## Tip 11: Set Career Goals

A fun part of career planning is picturing your career in the future. Where will you be in a year or in five years? While it's impossible to plan everything, it's always good idea to know where you're going and what various career paths are available to you.

You can continue to experience career growth by investing in your career development – e.g., job shadowing employees to learn about different jobs, or attend various training sessions.

Regularly reviewing and planning will make you better prepared for whatever lies ahead in your career. Steer your career deliberately, but also be open to life surprising you with new adventures even if they don't exactly match the destination you had in mind.