

Top Career Planning Tips

How much time do you spend thinking about career planning when you are NOT looking for a job?

The majority of people spend little or no time thinking about and planning their next career step until they are actively looking for their next role. But if you want to progress and develop your career it's important to make regular time to work on your career planning and development.

Here are our top tips for how to get started.

- ✓ Dig out your CV and update it – as part of this exercise, really reflect on what your achievements in each role and what you have really enjoyed.
- ✓ Know your strengths – the elements of work that really energise you and that you love, even if you don't have lots of skill or experience in that area yet.
- ✓ Get really clear on your goals – dare to dream! What is your vision for your career 12 months from now? What do you need to stop and start doing to achieve this dream? Be specific, write it down and set small goals weekly to work towards your vision.
- ✓ Be clear about WHY you want to achieve your goals, what is the meaning and purpose behind it? And a big tip here is don't just make it about money – make it about what that money will give you in terms of the people or things in life that are really important to you.
- ✓ And finally and most importantly, make time once a month to celebrate your progress!

For more career development help visit www.talentperformance.com or contact us on 01789 333297 or enquiries@talentperformance.com