

Job Search

Action Plan

An action plan helps you reach a goal by planning how you'll get there. Your action plan begins with an objective. What is it you want to accomplish?

Once you have an objective, think of the reasons why you want to achieve that objective. These reasons are important to keep you motivated.

Finally, think through the steps you need to accomplish to reach your objective. These steps are the goals for you to meet. When setting these goals, be sure that you can reach them. Be specific when setting your goals so that it is clear what you need to do. For each goal, write down how many days you need to accomplish it. Make sure that you can achieve a goal in less than a week.

Sample Action Plan

Objective: Find a job as a landscaper

Reasons: Like plants
Want to work outdoors
Enjoy working on a team
Want to see a finished product

| | |
|--------------------------------------------------------------------------------------------------------------------------|--------|
| Steps: Research Career Kōkua information about landscapers and document my research and thoughts in my portfolio. | 1 day |
| Talk to friends and family about local landscapers | 3 days |
| Look in the yellow pages and form a list | 1 day |
| Drive by houses that have companies' signs in the yard | 2 days |
| Stop by landscapers' offices and talk to the staff | 5 days |

Next, identify the methods of the job search you want to use. Successful strategies usually involve using a variety of methods. You may tend to choose ones that are comfortable for you. Also push yourself to choose methods that involve talking to people and using the phone. People who use the phone significantly increase their success in the job search. As you do information gathering interviews, you may learn what methods people in your field use. Once you select job search methods, you may want to return to your action plan and add some steps.

My Action Plan

Objective: _____

Reasons: _____

Steps: _____ **days**
_____ **days**
_____ **days**
_____ **days**
_____ **days**

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