



CAREER DEVELOPMENT ACTION PLAN WORKBOOK

Turn career insight into a practical 90-day plan.

For learners, students, graduates, job seekers and working adults

Assess > Analyse > Advise > Activate

Your plan, your direction

Career development is a continuing process, not a once-off choice. This workbook helps you take stock of where you are, define a meaningful direction, identify gaps and convert intentions into actions. Complete it honestly. You do not need perfect answers; you need enough clarity to make the next informed move.

Career Ignite approach: Assess who you are. Analyse the evidence. Seek informed advice.
Activate a realistic plan.

Personal details

Name:

Current stage / role:

Date started:

Review date (recommended in 90 days):

My reason for using this workbook

☐ I am choosing school subjects or a study path.

☐ I am preparing to enter the labour market.

☐ I am actively job searching.

☐ I want to grow in my current career.

☐ I am considering a career change.

☐ Other: _____

1. Assess: understand your starting point

Activities or tasks that give me energy:

Activities or tasks that drain me:

Strengths other people consistently recognise in me:

Achievements I am proud of and why:

Values

Choose up to five values that matter most in your working life, then explain what each means in practice.

- ☐ Meaning / purpose
- ☐ Income / security
- ☐ Learning / mastery
- ☐ Creativity
- ☐ Independence
- ☐ Leadership
- ☐ Service
- ☐ Recognition
- ☐ Flexibility
- ☐ Stability
- ☐ Teamwork
- ☐ Other: _____

Priority value	What it means for my career decisions
1.	
2.	
3.	
4.	
5.	

2. Analyse: connect the evidence

What I know	Evidence	Career implication
Interests		
Strengths / aptitude		
Personality / work style		
Values		
Experience		
Education / training		
Practical constraints		

Patterns I notice

The strongest themes across my answers are:

Possible contradictions or questions I need to investigate:

Remember: A career assessment, report or conversation becomes useful only when you connect the results to real pathways, requirements and action.

3. Explore possible directions

Choose up to three directions for deeper research. These can be occupations, role families, study pathways, business ideas or advancement options.

Option	Why it may fit	Entry / development requirements	Questions
A			
B			
C			

Career research interview

- What does a typical week involve?
- Which skills and personal qualities matter most?
- What are the realistic entry routes?
- What is difficult or commonly misunderstood about the work?
- How is the field changing?
- What would you advise someone exploring this direction?

Person I will speak to and target date:

4. Define your career direction

Direction statement template: Over the next [time period], I want to move towards [role / pathway / outcome] because it aligns with [strengths, interests and values]. I will test and develop this direction through [key actions].

My career direction statement:

Decision filters

Rate each possible direction from 1 (poor fit) to 5 (strong fit). Do not add the scores mechanically; use them to make trade-offs visible.

Direction	Interest	Strength fit	Values fit	Opportunity	Practical fit
A					
B					
C					

My preferred direction and why

Preferred direction:

Reasons and evidence:

5. Identify your development gaps

Requirement	Current level	Evidence	Gap	Development action
Knowledge				
Technical skills				
Transferable skills				
Experience				
Qualification / registration				
Network / visibility				

Prioritise

Choose no more than three priority gaps for the next 90 days. A focused plan is more likely to be completed than a long wish list.

Priority gap 1 and why:

Priority gap 2 and why:

Priority gap 3 and why:

6. Set SMART goals

A useful goal is Specific, Measurable, Achievable, Relevant and Time-bound. Focus on actions within your influence rather than outcomes controlled entirely by others.

Goal	Measure / evidence	Deadline	First action
1.			
2.			
3.			

Examples

- By 30 September, I will complete five career research interviews and summarise the patterns.
- For the next eight weeks, I will complete two targeted applications and one networking conversation per week.
- By the end of the term, I will raise my Mathematics average from ___% to ___% through weekly support and practice.
- Within 60 days, I will complete a portfolio project that demonstrates my ability to _____.

Support and accountability

Person who can support or hold me accountable:

What I need from them:

7. Build your 90-day action plan

Action	Owner	Due date	Evidence of completion	Status

Possible status labels

Not started | In progress | Waiting | Completed | Changed

Weekly commitment

The day and time I will work on my plan each week:

The smallest action I can take when motivation is low:

Activation principle: Make the next step visible, small enough to begin and specific enough to complete.

8. Review and adjust

Review question	My reflection
What did I complete?	
What evidence or insight did I gain?	
What did not happen, and why?	
What has changed in my circumstances or direction?	
Which action will have the greatest impact next?	
What support do I need?	

My next 90-day focus

I will continue:

I will stop or reduce:

I will start:

My next review date:

Career commitment

My commitment: I will treat this plan as a guide for action, not a test of perfection. I will use evidence, seek support and adjust responsibly as I learn.

Signature:

Date:



READY FOR YOUR NEXT STEP?

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