



## Example Action Plan

My Long Term Goal	Short and Medium Term Goals to Achieving Long Term Goal	Actions Required	Constraints	Who or What Can Help Me	Target Date for Action
To gain graduate role with technical consultancy	Complete degree	Aim at 2.1	Managing workload	Academic staff	2014
	Relevant work experience/Internship in consultancy or related field	Relevant work experience/Internship	Takes up time	SAGE (Careers Service)	Check weekly
			Need good CV /ability to market myself	Fairs/presentations	Check now
				Careers seminars/ Careers Service appointment	By end Oct
	Gain insight into sector (firms, reputations, clients, how competitive etc )	Research sector Network	Unsure where to start	Careers Service Uncle who works in field Alumni contacts	Semester 1 asap Before interviews
	Postgraduate masters degree?	Need 2.1 or 1 <sup>st</sup> Check if advantageous	Funding?	Careers Service website/course tutors	By end Sem 2
			Unsure who to ask	Employers on Campus/ alumni	This semester
Get evidence of 'drive', 'achievements', & skills	Get involved in socs / other responsibilities/ attend courses	Time/unsure what's around	EUSA Academic School	Within next month	
Choose appropriate final year project/dissertation	Decide asap	May not be available	Project/dissertation supervisor	asap	
Apply for grad jobs!	Update CV Watch closing dates Speculative apps	Limited time	Careers Service Networking	UG4- early semester 1	

*Regularly review your action plan to measure your progress and reflect on what you have learned and achieved.*



## My Action Plan

 Set your long term goal, then break this down into SMART goals or objectives (*i.e. Specific, Measurable, Advantageous, Realistic, Timebound*)

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