

Checklist – Career Planning and Development

- Self Assessment – what is it you want to accomplish and/or go within your career?
- Develop your Priority / Ranking List - i.e. Geography, Industry, Occupation
- Create / prepare your Brand – what is it you stand for? “SME” or Thought Leader
- Create Value Proposition – i.e. 30-90 sec “elevator pitch”
- Create / list your Accomplishments - three phase process (see example)
- Develop your Resume – both long and short version
- Create plain Career Search Business Card – i.e. blue or black ink w/Name, email and phone number (only one of each) nothing more, backside can have a few of your Hard Core Skill sets (list no more than 3-5)
- Networking – you need to build and continue to build your Professional Network
- Have a handful of thank you notes available – i.e. for interviews and referrals

Now you are ready to begin your Career Search with Success!

Note: Don't get discouraged this may take you several weeks to complete – it is totally independent based on each individual's progress.