

Sample Career/Role Change Action Plan

Use this sample action plan to craft your own step by step plan for your career search / role change. It's not important that you complete all these steps as outlined, or complete them in this specific order. What works for one person may not be the best course of action for someone else. What is important is that you build a plan of action and, to the best of your ability, hold yourself accountable to following it.

Timeframe	Action Item	When Completed What Will This Look Like
Week 1	Identify Career Self-Assessment Tools (and, if appropriate, Individuals Who Can Perform Assessment)	<ul style="list-style-type: none"> → List of tools that would help me complete my assessment → If appropriate, list of a few professionals (e.g. career coach, career counsellor) who can conduct an assessment and any associated costs
Week 2	Complete Self-Assessment Tools	<ul style="list-style-type: none"> → Output of self-assessment tools → List of my top skills, ranked by preference → List of my top interests, ranked by preference → List of any critical personality traits that may help me understand my next best role
Week 3	LinkedIn and Google Search by Top Skills and Interests to Identifying Roles of Interest	<ul style="list-style-type: none"> → List of 5 roles that appear interesting to me with skills and interests
Week 4	LinkedIn and Google Search of Professionals by Role Title	<ul style="list-style-type: none"> → List of 5-10 individuals who hold roles identified in Week 3 → Next to each individual make note of their employment history, education, certifications or other credentials
Week 5	Identify Top Professionals and Craft Introductory Message	<ul style="list-style-type: none"> → Craft a short, simple introductory message to individuals in roles of interest, noting your interest in their role and asking for an opportunity to connect to learn more → Take 5 individuals you identified in Week 4, find their contact information or use LinkedIn Messages → Send introductory message to selected individuals

Week 6	Create Questions List to ask to professionals identified in Week 5	<ul style="list-style-type: none"> → List of questions to guide your conversations with the professionals you contacted → Write down questions unique to the individual about their education, specific path, credentials, <i>etc</i> → Write down 2-3 common questions based on your particular skills, interests and working style to ask everyone you meet
Week 7	Conduct Meetings with Professionals Identified in Week 5 / Follow Up with Individuals Who Have Yet To Respond	<ul style="list-style-type: none"> → Notes from your conversations → After each conversation, reflect and identify key items to research further → Send introductory message to any new contacts identified from these conversations
Week 8	Conduct Subsequent Research Required for Your Chosen Role(s)	<ul style="list-style-type: none"> → Research any additional educational requirements, certifications, coursework, <i>etc</i> that may assist you in obtaining the role desired → List of final role titles you will pursue
Week 9	Craft Your Narrative	<ul style="list-style-type: none"> → Spend some time reflecting on how this next role will fit into your career path (past, present and future) → Ask yourself some questions: <ul style="list-style-type: none"> ◆ What could you bring to the role? What experiences from your past work/volunteer/education would translate well to the new role? Based on what you know now, in what aspects of the role would you excel? In what aspects would you struggle or require more time to develop? ◆ If you obtained the role you are pursuing, what doors would it open for the next stages of your career? Where could it potentially lead you? Where could it potentially limit some opportunities or paths you had considered?
Week 10	Re-Brand (if needed) and Get Your Documents in Order	<ul style="list-style-type: none"> → Review your resume and cover letter critically → Re-draft resume to highlight critical experiences and skills that are applicable to the roles you will pursue

		<ul style="list-style-type: none"> → Write a cover letter using concrete examples from your own experience to demonstrate the applicable skills you possess
Week 11	Find and Apply for Roles	<ul style="list-style-type: none"> → Now that you know the roles that best fit your skills and interests, identify organizations/companies of interest and set Job Search Alerts for keywords or role titles → Set Job Search alerts on LinkedIn → Apply for Roles of Interest using your Resume and Cover Letter, tailored for each individual role

Note this is an iterative process meaning each conversation you have or role you research may highlight additional paths for you to pursue. You may need to repeat the actions in weeks 3 - 11 as many times as necessary to find and secure the best next step for you.