

Instructions for Building your Career Plan

Module 2: Building an Actionable Career Plan

1. First, take a few minutes to first add in your career goal.

If you're unsure of your career goal, now is a great time to return to the "Resources" section of this module, explore a few career options, and reflect on what's important to you personally and professionally.

2. Now spend a few minutes writing your own career objectives.

Think about the short-term objectives that you have for your postdoc and how you might connect those to long-term career goals. We encourage you to have at least 2 or 3 career objectives for your career plan. Make sure your objectives are SMART!

3. Break each objective down into manageable, less daunting subtasks.

4. As you do so, think about how you might answer these three questions:

- What does success look like for each subtask?
- What will help you achieve these objectives?
- What barriers might you encounter?

Take a few minutes to break down each of your objectives and reflect on those questions.

5. Finally, attach a timeframe to each subtask. Don't forget to mark down a time when you'll assess your progress on each subtask. Indicate assessment as an A.

Think about when you expect to work on it, and how long might it take you. This is a great place where you can get feedback from your mentor if you're unsure.