



Career Planning Resources for TECHNE- funded PhD Students

Goal Setting and Action Planning

Action planning can be a useful tool for career development and progression. Here are some tips and ideas to support you with creating an action plan.

It's useful to decide on some SMART goals:

Specific

Measurable

Achievable

Relevant

Timed

You can then set yourself realistic deadlines to complete these goals.

You might find it useful to practice filling out our goal setting template below and bring it to a [1:1appointment](#) with a TECHNE dedicated Careers Consultant

www.jobs.ac.uk provide a useful toolkit, the [The 5 Minute Career Action Plan](#)

Remember that the [TECHNE Whatever Next? Career Development Programme](#) offers career support including:

- [1:1appointments](#) with a TECHNE dedicated Careers Consultant
- [webinars](#) on topics such as developing a portfolio career, job interviews and using LinkedIn
- [workshops](#) on topics such as CVs and cover letters for academic and non-academic jobs, academic and non-academic careers, and networking

Goal Setting¹

Long term goal	Who can give me feedback on my progress?	How committed am I to this goal?	How challenging is the goal? (E.g. is it complex enough to hold my interest?)	What constraints might I face in completing this goal due to my personal circumstances?

¹ NB this worksheet is based on Locke, E. and Latham, G. (2006) New Directions in Goal Setting Theory. *Current Directions in Psychological Science*. Vol. 15. No. 5.