

## BEFORE YOU START

|| Get a journal and pen || Download handy month to a page calendar sheets [here](#)

### RULES

1. You must do the four top highlighted activities each month, one reward and at least one other activity from the rest of the list.
2. Jot down any career ideas that you have as you go along, any insights about things that you must have in your career or things that you definitely do not want. Also note any fears or worries that come up for you.
3. Keep an open mind. Don't censor yourself or your ideas.
4. Try not to spend too much time googling or on social media to find the answers. This can lead you down a rabbit hole or you may find yourself comparing yourself to others which is never kind or fair. As much as possible try to get your answers from within yourself or by talking to others. When you research online, set the timer so that you're off there within a hour.

## MONTH ONE ACTIVITIES

Make the time for this work. What activities can you let go of? Where can you ask for help? For further tips check out my guide "[Four things you Must do to Make time for your Career Change](#)"

Journal about what your biggest career change fears are. What is the worst thing that could happen? What is the best thing that could happen?

Reflect on your strengths using my "[Strengths worksheet](#)" or the [VIA strengths inventory](#).

Make a list of all of your interests, past and present and draw a circle around the ones that still pull at you now - even if you haven't done them in years.

Reflect on where you are currently in your career and the experiences you have had in the past. What have you liked and disliked about jobs in the past? What clues does this give you for the future?

Reflect on the things that people come and talk to you about. What are you well-known for giving advice around? Is it holidays? Food? Books? If you're not sure then keep an eye on this for a week and write down anything that comes to you.

Take up journaling on a regular basis. Note the fears that come up for you and negative thoughts around career change. Track what triggers them. What do they say? Question their usefulness and whether you want to hold onto them.

## IDEAS

*Career Ideas*

*Career must-nots*

*Career must-have's*

*Worries and fears*

*Notes*

"The secret of getting ahead is getting started."

MONTH TWO ACTIVITIES	IDEAS
<p>Create a vision of your ideal life. Where would you live? Who with? What would you do every day? What would your hobbies be? How often would you work?</p>	<p><i>Career ideas</i></p>
<p>Create a vision of your ideal job. If money and time were no object what would you do? How would you do it? If this is too difficult then envision your job from hell and then flip it.</p>	<p><i>Career must-have's</i></p>
<p>Do something new. Take a new route home, go to an evening class or an event, make something. Whatever you fancy. Then commit to doing something new again every month.</p>	<p><i>Career must-nots</i></p>
<p>Reflect on everything you've done so far and write down any careers that come to mind or interests you'd like to explore further.</p>	<p><i>Worries and fears</i></p>
<p>Decades diagram – draw a circle and plot the decades of your life and what you would like to achieve in each</p>	<p><i>Notes</i></p>
<p>Reflect on your ideal work environment using my <a href="#">work environments questionnaire</a></p>	
<p>Make a list of people who are doing things that really interest you. Stalk their bios online. Identify patterns. Read autobiographies.</p>	
<p>Read through the vision of your ideal life. Is there anything you can start doing now to make this vision come true?</p>	
<p>Have fun playing around with what you've done so far. For example, if one of your top skills is writing and one of your favourite interests is cats then how could you combine the two? Don't censor yourself just have fun. Google cat writers. Write the first paragraph of an article about cats. See what comes up.</p>	

Reward yourself for continuing to make progress with your career change. You have come so far and really thrown yourself into these activities – now reward yourself with an activity of your choice – have a massage, go for a glass of champagne, buy a new lipstick. Whatever appeals to you. You deserve it.

"I am not a product of my circumstances. I am a product of my decisions."

– STEPHEN COVEY

MONTH THREE ACTIVITIES	IDEAS
<p>Research your prospective career or area of interest behind the scenes. Use tools such as <a href="#">Job Outlook</a> and LinkedIn. What else do you need to know to make a decision?</p>	<p><i>Career ideas</i></p>
<p>Make contact with at least three people, in areas of interest to you and schedule in a chat at their convenience. What questions do you have for them?</p>	<p><i>Career must-haves</i></p>
<p>What do you need to do, study, learn, be able to do to do that job and how would you do it?</p>	<p><i>Career must-nots</i></p>
<p>Start with a reasonable goal on the left and an audacious goal on the right and then plot all of the intermediate steps in between. This is the plan for your career/business</p>	<p><i>Fears that are holding me back</i></p>
<p>Write your job description of the future. Determine what it will take to achieve that role and work backwards.</p>	<p><i>Notes</i></p>
<p>Can you push the boundaries of your current job to see if there are ways to build skills through taking on new responsibilities?</p>	
<p>What are the barriers to this career and how will I overcome them?</p>	
<p>Do you need a side hustle? Think about how the opportunity can best fit into your life. Can you take time off for an internship? Could you get a sense of what you need to know in a day or two? Or can you keep your professional life steady but build skills through volunteering or board membership?</p>	
<p>Make a list of companies or individuals you'd like to work for and then go on linkedin to see who you know that works there and may be able to provide an introduction.</p>	

Reward yourself for continuing to make progress with your career change. You have come so far and really thrown yourself into these activities – now reward yourself with an activity of your choice – have a massage, go for a glass of champagne, buy a new lipstick. Whatever appeals to you. You deserve it.

"A dream without a plan is just a wish."

– KATHERINE PATERSON