

# Template to Build a Medium Enterprise Career Management Itinerary – Your Action Plan

My Career Management

Itinerary: (month) \_\_\_\_\_, (year) \_\_\_\_\_ to (month) \_\_\_\_\_, (year) \_\_\_\_\_

From Itinerary A: I will do **1** of the following each day – select as many activities as you like:

	I Want to Do Next	I Am Doing	I'm Done	I Should Do Again
<input type="checkbox"/> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

From Itinerary B: I will schedule **1** hour per week, when possible, to work on **2-3** of these activities:

	I Want to Do Next	I Am Doing	I'm Done	I Should Do Again
<input type="checkbox"/> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

From Itinerary B or C: As part of quarterly business reviews, I will include **1** of these projects:

	I Want to Do Next	I Am Doing	I'm Done	I Should Do Again
<input type="checkbox"/> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

From Itinerary C: As part of annual business planning, I will work on **1** of these projects:

	I Want to Do Next	I Am Doing	I'm Done	I Should Do Again
<input type="checkbox"/> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Checklist:

Have you included activities from a variety of categories?



**Think About**



**Share**



**Discuss**



**Do**



**Reflect Upon**



**Measure**

If 1 activity leads to another, have you listed the follow-on activity as part of what you want to do next? \_\_\_\_\_

Do you feel confident to start all of the activities you have listed in the “To Do” or “I Am Doing” columns? If not, what questions do you have or what resources do you need?

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Who can help you answer your questions or find good resources? (**HINT:** Page 50 of this Playbook has a long list of resources for you in addition to your own colleagues, industry associations, Chamber of Commerce and company resources)

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