Template to Build a Small 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 anytime I have 10 minutes free in my schedule – list as many activities as you'd like to choose from:

	I Want to Do Next	I Am Doing	I'm Done	I Should Do Again
☐ _____	☐	☐	☐	☐
☐ _____	☐	☐	☐	☐
☐ _____	☐	☐	☐	☐
☐ _____	☐	☐	☐	☐

From Itinerary B: I will schedule a few hours per month to work on **2-3** of these activities each week for the next few months:

	I Want to Do Next	I Am Doing	I'm Done	I Should Do Again
☐ _____	☐	☐	☐	☐
☐ _____	☐	☐	☐	☐
☐ _____	☐	☐	☐	☐
☐ _____	☐	☐	☐	☐

From Itinerary C: Every few months, I will schedule a few hours in a block and work on **1** of these projects:

	I Want to Do Next	I Am Doing	I'm Done	I Should Do Again
☐ _____	☐	☐	☐	☐
☐ _____	☐	☐	☐	☐
☐ _____	☐	☐	☐	☐
☐ _____	☐	☐	☐	☐

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?

_____

_____

_____

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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