



# NATIONAL CAREER DEVELOPMENT WEEK

"Career development helps you take control of your future!"

## Factsheet – Five steps to get started

Here are some simple steps that can be undertaken on your own, with input from family or friends, or with the assistance of a professional career practitioner. However you do it, the process should be enlightening and inspirational. Remember, your aim is to achieve greater satisfaction in life and work, so take your time and enjoy learning about yourself.

1. **Write a list of goals** - What would you like to change in your life? Your list could include finding a more satisfying job, learning new skills, gaining a better or different education, starting your own business, or achieving a better work/life balance.
2. **Write about yourself** - Who are you and what is most important in your life? Think about who you really are and what may lead you to a fulfilling and successful career. List things you like and things you dislike, your strengths and weaknesses, your personal beliefs, interests and passions.
3. **Learn about careers that interest you** - Research a few potential careers using [www.myfuture.edu.au](http://www.myfuture.edu.au) or your local library. Ask for advice from a career practitioner or someone working in the field to learn about duties, work conditions, personal and education requirements, the current labour market and average salaries.
4. **Prioritise your options** - Narrow down your options by listing the positive and negative points for the careers that interest you. You might choose to talk to someone you trust about your options, but don't let them discourage you from a career you are passionate about. If you feel confident and excited about it, you will know you have chosen the right career.
5. **Plan your career** - Once you have chosen a career, start planning your pathway. This may involve paid and voluntary work, work experience, formal and informal education, and practical experience. Decide on the steps you will take towards your career goals and set realistic target dates for achieving each step. Give yourself time to develop or update your CV and/or portfolio before applying for jobs. Then you can put your plan into action!

You can use these steps again at any stage of your career. Even when you have a dream job, you may want to set some new career goals.