



## Action Plan: My Life Goals

### Find out more about careers

Write down five careers that seem interesting to you

- 1.
- 2.
- 3.
- 4.
- 5.

### Ask yourself:

- Is the career a good fit for me based on my interests?
- Is the career a good fit for me based on my skills?
- Is the career or industry growing?
- What skills are needed that I can start working on now?

### Find out what it's like to have a career

Create a list of questions to ask someone about a career of interest or any career.

#### Example questions:

- What does a person need to do well to be successful in this job or industry?
- If my long-term goal is to get this job, what short-term goals do you recommend I work toward? What would you recommend that I do now to start preparing?

### Research ways to enter a career

Make a list of companies that interest you. Research which offer internship opportunities.

### Learn more about industries that seem interesting

Follow people or organizations online or through social media to learn about events, new developments, and trends.





## Action Plan: My Life Goals

### Find out more about careers

Write down your interests and skills

- If you're not sure, ask others who know you well, such as family members, teachers, or friends.
- Pay attention to subjects or topics that interest you in your classes, or things that make you lose track of time because you're enjoying yourself.

*My interests:*

*My skills and strengths:*

### Develop new skills that can lead to a career

List the skills needed for a job you want and find ways to practice those skills.

*Skills needed for my dream job:*

*Where to apply for internships:*

### Set high goals

If you're a junior or senior, take a community college class. You can often earn high school and college credit at the same time.



# KEYS TO YOUR FUTURE

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DEVELOPING STRONG ACADEMIC SKILLS

## Action Plan: Preparing in High School

### Set SMART Goals for your future

- Write down a big goal you want to reach this year. Think about:
  - Why this goal is important to you?
  - Make sure it's specific enough so you know how to reach it.
  - Make sure it's measurable so you know if you've met it.
  - Make sure it's achievable, or something you can do.
  - Make sure it's relevant, or will help you reach your long-term goal.
  - Make sure to give yourself enough time to do it and a deadline to complete it by to hold yourself accountable.

**Post your goal(s)  
SOMEWHERE so you  
can read it every day.**

*Big goal:*

### Develop strong study skills

- Reach out to a teacher to ask for ideas that may help you improve your grades.
- Write down 5 study tricks and try each one. Put a star next to the one that works best for you.

*Study tricks:*

- 1.
- 2.
- 3.
- 4.
- 5.



## Organize your materials

- Plan a time to organize your backpack and binder every week.
- Create a special place to put work that needs to be turned in, so you don't lose it.

## Review priorities daily

- Every morning, set aside time to list your priorities for the day.
- Every evening, check your priorities and see how you did.
- Keep track of assignments or important events in a calendar or planner.

## Practice positive time-management skills

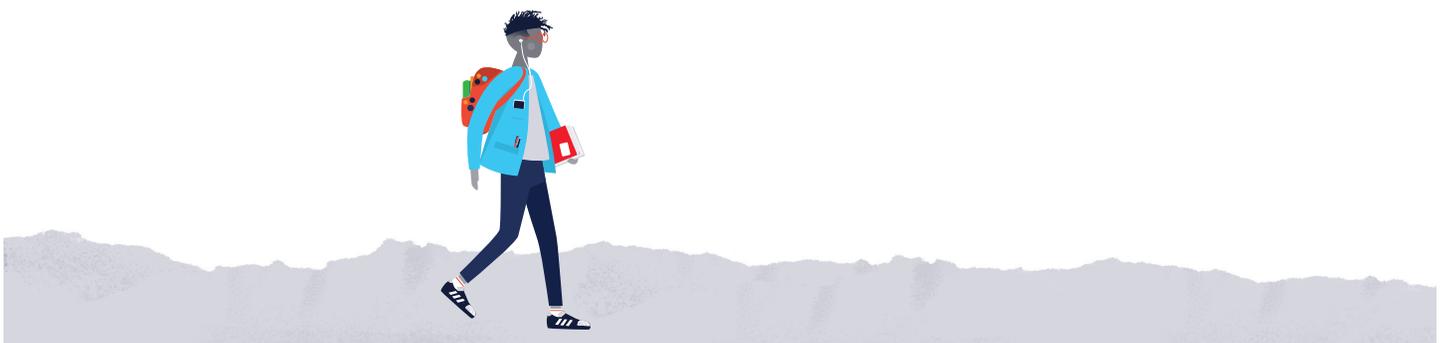
- Practice taking one big project and breaking it down into smaller steps.
- Set a time every day to study and stick to it!
- Go to bed at the same time every night. Plan your activities and priorities around this time.

*Small steps I can take to reach my big goal:*

- 1.
- 2.
- 3.
- 4.
- 5.

*My daily study time:*

*My nightly bedtime:*





INVESTING IN YOURSELF

## Action Plan: Choosing a Path

### Figure out what matters to you

- Research what degrees are most common in your desired career path.
- Determine schools or training opportunities that offer the education or training you need.
- Find out what is required for the various educational or training options.

*Necessary degrees/certifications for my dream job:*

*Where can I obtain the necessary education for this job?*

### Know your network

- List people in your home, school, and community networks.
- Identify how each person, or someone they know, might help you:
  - Gain information about careers
  - Complete applications
  - Identify your unique skills and talents
  - Locate resources about college
  - Write college entrance essays

*People in my network:*

### Take steps to prepare and stand out

- Contact people you have identified to write letters of recommendation.
- List activities, jobs, clubs, or leadership roles you're involved in and describe what you've learned.
- Join a club or community organization.



# KEYS TO YOUR FUTURE

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## Action Plan: Balancing Daily Life

### Balance your academic life

- Challenge yourself now by taking the hardest classes you can each year.
- Think about a career you're interested in and list the classes you can take that would help you find out if the career is a good fit for you.
- Research college-level classes you can take now.

*Career-oriented classes I can take:*

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### Balance your social life

- Create a calendar that shows your study time, family time, work time, and social time. If you feel like it's too much, think about what you want to cut. If it feels like you need more, think about what you want to add.
- List all the people who you count as your support system. This includes people who you trust and who care about you and your success. On your calendar, schedule a time during the week to talk with one or more of these people.

*Who makes up my support system?*

### Balance your financial life

- Keep track of your spending for a month and notice what you spend money on. List areas where you can save.
- If you don't have a job already, brainstorm some part-time positions that might help you achieve your professional goals in the future while giving you some extra spending money today.

### Balance your personal life

- Once a day, take a quiet minute to think about the things that are going well in your life.
- On your calendar, make sure to include a regular bedtime so you get enough sleep every night.





## Action Plan: Starting Your Career

### Build relationships with others

- List adults in your life that may act as a mentor to help advise you as you face challenges and think about your career.
- Schedule time each month to talk to your mentor about your short and long-term goals.

*Who can potentially mentor me?*

### Research the careers that interest you

- Talk to a teacher or counselor about your career goals and how to reach them.
- Go to [onetonline.org](http://onetonline.org) to learn more about industry and career options.
- List the classes you should take now to prepare for a career that interests you.
- Talk to someone working in that career.

*Interesting career paths:*

- 1.
- 2.
- 3.
- 4.
- 5.

*Classes I should take:*

- 1.
- 2.
- 3.
- 4.
- 5.

### Practice your presentation and communication skills

- Practice your presentation skills by always looking people in the eyes and introducing yourself with a handshake.
- Look for opportunities to present in front of a group to practice your speaking skills.
- Review how you appear on social media and hide or remove posts that may reflect poorly on you as a professional.
- Practice writing emails that are grammatically correct, clear, and concise.
- Practice speaking in more formal situations and answering questions in complete sentences.





## Action Plan: Doing Well in a Career

### Become a lifelong learner

- Write down a topic or skill that interests you and learn more about it or practice it on your own.
- Research professional people you admire and learn what they did to reach their goals.

*Topics/skills of interest:*

- 1.
- 2.
- 3.
- 4.
- 5.

*People with careers in these fields:*

- 1.
- 2.
- 3.
- 4.
- 5.

### Adapt to changes

- Think about a time when things didn't go as expected. Write down what happened and how you'll do things differently next time that situation happens.
- Think about a time when you felt stress or anxiety. Write down how you reacted. Talk with a friend or teacher about what you can do differently the next time you feel those emotions.
- Write down things that make you uncomfortable (i.e., public speaking, exercising, or networking) and try one of those things every month until you become more comfortable.

*Reflections and lessons for next time:*

### Be a team player

- Find opportunities to join a club or project that will let you work with a group to learn something new.
- Think about the last time you worked on a group project. List all the ways you made the group better. List the ways you would like to improve next time.

*Reflections and lessons for next time:*

