

CareerSMARTZ (CS17)

A highly effective career success strategy built around “Find a need and fill it.”



Task 8: Arrange Your Entrance Qualifications Into a To-do Checklist

Note: All underlined words are hyperlinks to Internet websites and will only function when viewing this document on your computer.

Objective

The objective of this guide is to help you arrange the activities that you must or should complete to prepare for entrance into your career goal into a step-by-step plan of action.

Rationale

Experts agree, developing a plan to follow before attempting any task that involves a variety of steps and decisions dramatically increases the chances that the end goal will be achieved. Planning takes the guesswork out of any multi-task activity, reduces the chances that an unforeseen event will block you from reaching your objective, increases your motivation, and harnesses the best use of all available resources.

As cleverly stated by Benjamin Franklin (one of the Founding Fathers of America), “By failing to prepare, you are preparing to fail.”

Depending upon your career goal and your current career qualifications, your plan may be short or lengthy, or something in between.

Materials needed

- A copy of CS17 (the document that you’re reading now)
- A copy of CS18 (My Career Entrance Qualifications To-Do Checklist)

Follow the steps below to complete this guide:

1. Review the entrance qualifications listed on CS16 (My Career Entrance Qualifications) and note those activities that you checked as being recommended or required in order for you to prepare yourself for entrance into your chosen career goal.
2. Obtain a blank copy of CS18 (My Career Entrance Qualifications To-Do Checklist) - and record the job title of your career goal on the appropriate line.

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3. Arrange your selected activities in sequence from 1st to last. From your list of recommended or required activities as checked on CS16 (My Career Entrance Qualifications), determine which activity you should do **first**. Record that activity on CS18 (My Career Entrance Qualifications To-Do Checklist) - as Step 1.

If possible, assign the activity a starting and ending date. Use the “Comments” section to record any specific notes that you want to remember regarding the activity.

4. Repeat the above procedure and arrange all remaining recommended and required activities in sequential order from 2nd to last. By doing so you will have a step-by-step plan for completing all the qualifications necessary for entrance into your chosen career goal.

Caution!

You may experience difficulty in determining in which order your qualifications should be completed. It is not expected that you will automatically or intuitively know this information!

This type of knowledge is typically obtained by trained career guidance professionals. However, from the information that you collected earlier in the CareerSMARTZ program, you should have **at least a basic understanding** of the main career prep activities that apply to your chosen career goal.

Nonetheless, considering the importance of this information, it is strongly recommended that you personally meet with a professional career counselor to properly complete this guide. Directions for finding a professional career counselor are outlined in Task 9 Get a Professional Opinion.

5. After seeking assistance from a professional career counselor, and, if necessary, after revising your list of qualifications, put your plan into action by completing Step 1 on CS18 (My Career Entrance Qualifications To-Do Checklist). Continue working your plan until all entrance qualifications have been acquired.

What is your next step?

Move on to Task 9 CS19 (Get a Professional Opinion).

Need more help? Visit the [Contact US](#) page at www.CareerSMARTZ.com.