



Developing a Plan for Action

CAREER TIPS CALENDAR January 2018

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
Make a list itemising how you want your career to be different in the year ahead	Create a mind-map that captures all your skills, knowledge and experience so you know what you have	Use your mind-map to generate lots of ideas for potential career options	Research your target jobs by talking to people who work in these roles. How to research the job market	Check the selection criteria for your target roles. Do you have everything needed?	Consider what would improve your marketability such as skills updating	Create a CV for each type of role you are interested in Download our free CV template
8	9	10	11	12	13	14
Update your LinkedIn profile, add connections and join relevant groups. Here are some LinkedIn Tips	Practice your interview skills with someone you know and get some feedback using our Interview Tips	Make sure your email address and voicemail are business-like and you are easy to contact	Contact recruitment agencies and head-hunters in your industry. Tips on managing recruitment agencies	Ramp up your networking, connect with ex colleagues, and people in your field. Networking Tips	Ask your boss for advice on your career development	Organise new business cards which will look professional when networking
15	16	17	18	19	20	21
Update your image and buy a new interview outfit. Check out our Tips on what to wear at interview	Consider voluntary work to extend your skills and experience	Set up a website or blog to display examples of your work	Create a document to track job applications or conversations with recruiters	Target one company each week by sending them your CV and a covering letter. Speculative approaches	Look for opportunities at work to learn new skills and enrich your job. See tips for Fast Tracking your Career	Ask people to recommend you on LinkedIn
22	23	24	25	26	27	28
Google yourself to ensure anything an employer might see is suitably positive. Tips on how to Manage your online presence	Find a coach or mentor you can use as a sounding board. Check out our Career Coaching Services	Investigate salary surveys in the area you are interested in to benchmark your pay	Create a career action plan using this template	Talk to family and friends about what you are looking for next	Join professional forums and associations to ramp up your networking and credentials	Make a note of successes at work so you can use these stories as examples in your CV and at interview
29	30	31	<p>HAPPY NEW YEAR! If you want to love Monday mornings in 2018, check out our website www.personalcareermanagement.com</p>			
Arrange to learn a new skill so you are constantly updating your capabilities	Upload your CV onto relevant websites like guardian jobs, telegraph jobs and CV Library CV Tips	Research future trends in your industry to keep you ahead of the curve				



Love Monday Mornings.®