

CAREER PLAN is a *f* MISSION + GOALS + OBJECTIVES

ACHIEVING RESULTS YOU WANT = WINNING
WINNERS ARE REWARDED
IT PAYS TO BE A WINNER!

DEFINITION OF TERMS

- A **mission statement** is an abstract notion of *intent* such as to get an education, go to college, earn a degree or get a job.
- The **mission statement** is also a reflection of your *values* (along with your check register or calendar).
- Feelings, dreams or wishing do not drive your **mission**.
- Your **behavior** (action) drives your **mission**!
- A **goal statement** refers to one or more statements of activities you need **to do** to achieve the **mission**, such as to visit a school and/or research major field of study, schedule a course, perform the work required to pass the course or perform the effort necessary to secure employment in a specific field.
- The **goal** statements break down the **mission** into milestones that help you measure progress.
- An **objective statement** is one or more activities or events leading to your **goal(s)**. This statement is specific enough to *schedule in your calendar*.
- The **objective statement** breaks down the goal statements in to **measurable events**, e.g., scheduling time to complete an assignment, a meeting with someone, reading a chapter, researching something in the library, completing a resume, cold calling an employer or searching the yellow pages for job leads. (You do have a calendar!)
- **All together, a written statement of your mission, goals and objectives are the evidence that you intend to accomplish something of value and importance.**

- The **OUTCOME** of the plan is the completed event, the grade recorded in the transcript, the certificate of completion, the degree, securing employment consistent with your values and quality of life goals.

MISSION OF A CAREER COUNSELING COURSE

- The mission of a career-planning course assumes you are motivated to develop a **career plan**.
- The mission is the ‘why.’
- The plan is the ‘how.’
- *The ‘why’ must precede the ‘how?’*

EMPLOYMENT CONSEQUENCES

- The mission statement, with respect to career planning must include an employment goal- the employment consequences of the ‘major field and choice of school. You must have at least a general idea about the ‘employment goal’ from the **get-go**.
- *Quite often, students do not believe it is urgent, vital or important to consider the employment consequences of their choice of ‘major field’ early in the educational program, especially- teaching majors.*
- *Garbage haulers may earn more than teachers do, but perhaps, they are worth more than what teachers earn - in the short run. How long could you tolerate a delay in hauling your garbage?*
- *Certainly, not as long as you could be without a teacher.*
- *Students put off the decision of where they want to work until ‘someday.’ (There is no day of the week called ‘someday!’)*

OBJECTIVES

You can achieve the following objectives within the next few weeks:

- **Write a mission statement** of what you want to achieve with respect to the quality of life desired, the educational or training program including the preferred major field of study; the preferred school/institution and the desired employment desired.
 - Mission statements are usually fuzzy at first.
 - However, with attention, you can edit them until the statements are firm, vivid and clear- to you and/or your lender!

- What is your down payment? That is, what behavior (actions) would you demonstrate this week that are consistent with your mission statement?
- **Prepare a Qualifications Brief (a summary of all your experience-not a resume (the good, bad & ugly)** including volunteer, employment, educational experience, avocational interests, functional skills, marketable job skills, occupational knowledge, aptitudes and achievements (all of which are the best predictor of future achievements). You need to know where you been and where you want to go. (the bad and ugly represent experience that you have taught you something!)
- **Identify** occupations with reference to your aptitudes, skills, and interests that would be best vehicles to achieve your mission.
- **Research** occupational and educational resources.
- **Review Job Search Skills** including techniques for developing job leads, researching employers, preparing for interviews, completing resumes, cover letters, and application. (Marketing skills!)
- **Write a career plan** with choice of major field of study, institution, occupation, timeline, estimated costs, and a rationale supporting the choices made. **(Brevity is desired. Do not be longwinded.)**

RATIONAL OF YOUR CAREER PLAN

The career plan, at the outset, should contain your rationale for selecting the:

- **Occupation** that would offer employment;
- **A Position Title** with identified companies;
- **Educational/training** programs and/or course of study, including the institution that will efficiently prepare you for the desired employment.
- A plan can **change**.
- A written plan statement lets you know what you are changing.

ABOUT VALUES

Look at your checkbook and calendar to see a record of your values in action. What you spend your money on and where you spend your time is the evidence that will convict you.

This course and an educational institution is no the place to discover your values for the first time. I suggest you call home and speak with your parents- regardless of your age!

WHAT IF YOU COMPLETED THE RESEARCH AND CANNOT DECIDE ON A MAJOR, CERTIFICATE OR SCHOOL?

HOWEVER, YOU KNOW THAT YOU WANT TO COMPLETE A DEGREE OR CERTIFICATE PROGRAM.

WHAT DO YOU DO?

You are undecided (horrors!).

An honest statement- an understandable statement!
There are so many choices AND SO LITTLE TIME.

Most students do not know what choices they should make- some students are good at pretending to have made a decision more than others have.

College place additional pressure by requiring a declaration of major field or college major.

Do not panic and force a decision that you may regret.

I recommend for your consideration the following plan.

- Select a broad major in the liberal arts or sciences. Concentrate on completing with a 'B' grade or better, the highest-level 'solid' courses that you can handle in English, Language, Mathematics, Computer Science, Humanities, Physical Science and Biological Sciences.
- Do not become preoccupied with 'fad' courses or programs, especially in the Behavioral Sciences.
- **Most important complete the AA/AS degree, Certificate Program, GE program quickly. Very quick!**
- **Complete the degree requirements quickly.**
- **Very quick- Get in and get out? Quick!**
- **Before considering additional more education such as *graduate school* get some work experience and money in the bank.**

Why do you believe I stress completing the program quickly??

Your chance of dropping out and/or earning poor grades increases if you have no objective- and 'just hang around' the college feeling sorry for yourself- watching your friends move on with their lives.

MOVE FORWARD

You keep the advantages on your side as long as you are moving forward and taking solid courses and completing something of value. When you do decide on a specific field you will not need too much back-peddling- or taking prerequisite courses. You will have completed the solid foundation courses.

You may want to complete job skills courses or a certificate program in order that you are employable and able to secure a higher wage job while you are attending school.

This part of the plan does not add more than one semester, if that much. Perhaps you will need to achieve some work experience before committing to a particular field.

A DEAD END JOB IS A GREAT MOTIVATOR!

LOOK AT IT THIS WAY!

- **You want to be independent- to be your own person.**
- **Having a written thought out, clear and grounded mission statement, goals and objectives is the way to independence without sacrificing relationships- and avoid depression.**
- **This process does not occur overnight.**
- **You got to work at it.**
- **Most people do not.**
- **However, you are not 'most people.'**
- **BUT! There are always BUTS & HOWEVERS.**
- **Success is a poor teacher.**
- **The best teachers are mistakes or failures.**
- **SO! Do not quit.**
- **There are rewards for succeeding.**
- **LOSERS ARE NOT REWARDED.**
- **IT PAYS TO BE A WINNER!**