



EXTRA



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Hello!

This booklet will provide you with an opportunity to:

- **Explore your career options and help you overcome possible barriers**
- **Learn how to set SMART goals**
- **Create your own Action Plan to reach your dream job**

DREAM CAREER



If you could have any **job** in the world, what would it be?

What are your **concerns** about reaching your dream job?

ACTION



Write down **3 positive affirmations** about how you will reach your dream job.

Affirmations are positive statements that can help you to challenge and overcome self-sabotaging and negative thoughts. When you repeat them often, and believe in them, you can start to make positive changes.

1.

2.

3.

BREAKING BARRIERS

Are there any **barriers** you think you might face in your journey to your dream job?

How would you **overcome** them?

ADVICE



Here are some things you could try to help you overcome your barriers:

START SMALL

Try not to think only about the end goal. Break it down into smaller, more manageable steps e.g. dedicate 30 minutes a week into researching the sector you're interested in.

ASK FOR SUPPORT

Don't be afraid to ask people around you for help, whether that's your teachers, family or friends. You never know, they might know someone that works in your chosen sector!

PLAN AHEAD

Make sure you allow yourself enough time to get all the skills, qualifications and experience you need. For example, if you want to be a doctor, make sure you schedule work experience before you apply for university.

THINK ABOUT WHY

When the going gets tough, remind yourself why you're doing it!

SMART GOALS



SMART is an acronym that you can use to guide your goal setting. To make sure your goals are clear and reachable, each one should be:

Specific - your goal should be clear and specific, otherwise you won't be able to focus your efforts or feel truly motivated to achieve it.

Measurable - it's important to have measurable goals, so that you can track your progress and stay motivated.

Achievable - your goal also needs to be realistic and attainable to be successful. In other words, it should stretch your abilities but still remain possible.

Relevant - we all need support and assistance in achieving our goals, but it's important to retain control over them. So, make sure that your plans drive everyone forward, but that you're still responsible for achieving your own goal.

Time bound - every goal needs a target date, so that you have a deadline to focus on and something to work toward.

Using the SMART method can be really useful as it provides the clarity, focus and motivation you need to achieve your goals. It can also improve your ability to reach them by encouraging you to define your objectives and set a completion date.

ACTION



Now it's time for you to write down your own SMART goal! Use the SMART method to write one goal that will help you achieve your desired results at the end of this academic year.

MY GOAL



This is just a starting point, you can continue to write SMART goals throughout your educational and career pathway to help keep you focused and motivated.

OPPORTUNITY AWARENESS



You also need to know what's out there - the different **industries and sectors** you could work in, the latest labour market trends, or roles you think might interest you.

prospects.ac.uk/jobs-and-work-experience/job-sectors

Prospects is a really useful website that has a wealth of information on different job sectors, including an overview on each sector within the UK, work experience opportunities within each sector, as well as jobs available within each sector.

ADVICE



It's important to keep up to date with key issues in your chosen sector so that you can prove you have sound awareness and interest in the field. Here are a few tips on how to do this:



Sign up to sector specific newsletters



Read the news - many news outlets have sector specific features



Attend networking events

JOB MATCH QUIZ!

Unsure about **what job** you'd like to do in the future?

ACTION



Take the career planner or job match quiz on the Prospects website! You'll answer questions about your interests, skills and motivations which will then get matched to jobs that may suit you.

www.prospects.ac.uk/planner

Write your results here!



ACTION PLAN

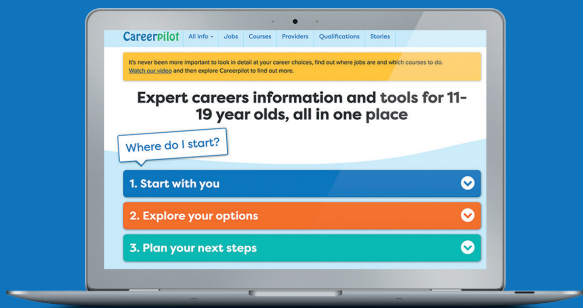


Now it's time to make your own **Action Plan!**
You can do this using the next few pages, or you can create a digital Action Plan using **Careerpilot.**

ACTION



If you already have a Careerpilot account then log in and head to **My Action Points**. If you don't have a Careerpilot account yet - visit the link below and register for free. You'll just need to input some information about yourself and what school you go to.



careerpilot.org.uk

Careerpilot is a really useful tool that you can use throughout your education. You can explore job sectors, places to study and much more and you can also create a skills profile and log all your qualifications making it really easy to apply to courses or jobs.

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ADVICE



Tips for making your Action Plan:



Remember to use SMART goals



Break down big goals into a few smaller ones to make them more manageable



Revisit your goals and action points throughout your journey - it's ok to change them!

Spaces to write your plan on the next few pages



ACTION PLAN



Action Point #1

Date to be done:



In progress



No longer needed



Achieved



Action Point #2

Date to be done:

In progress

No longer needed

Achieved

ACTION PLAN



Action Point #3

Date to be done:



In progress



No longer needed



Achieved



Action Point #4

Date to be done:

In progress

No longer needed

Achieved

For more information and free resources, please visit the Study Higher website.

www.studyhigher.ac.uk



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