

# Planning Your Career

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# Why do Career Planning?

- **Career Planning is an important and useful activity, whether you are looking for a job, thinking about changing jobs, or just trying to figure out what to do next.**
- **If you don't do Career Planning, you will have to be satisfied with whatever “chance” brings your way.**
- **With Career Planning, you still will have “chance” events to deal with (both positive and negative) but you will have more of a road map to get back to, if you need one.**





## Step 1

# Know Yourself

- Utilize some self-analysis techniques such as the exercises in the “*What Color Is Your Parachute?*” book and similar references.
- Objectively list your strengths & weaknesses – as well as your likes & dislikes.
- This is a very important step, so don’t rush it. Try to really understand & document yourself, and maybe ask your friends.





## **Step 2**

# **Know Your Vision**

- **Explore your current Vision of what you see yourself doing in the near and long term future.**
- **Cite specific examples of what your Vision would look like.**
- **Take as long as needed, for this important step, since the results will be used often when you assess future options.**





## **Step 3**

# **Do Your Homework**

- **Research industry types, other companies, or other positions within your current company.**
- **This includes literature searches as well as networking & interviewing for information.**
- **Do in-depth research of the few companies & organizations that you are most interested in.**

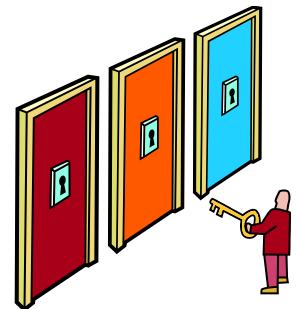




## Step 4

# Explore All Your Options

- **Look carefully at all the alternatives and weigh the options "currently" best for you. Some of these may include:**
  - Management vs. Technical Specialist?
  - Manufacturing vs. General Business?
  - Manufacturing vs. Service Sector?
  - Current Employer vs. New Employer?
  - Current Industry vs. New Industry?
  - Large Company vs. Small Company?
  - Local Work vs. Relocate?
  - Consulting vs. Staff?
  - Owner vs. Employee?
  - High Travel vs. Low Travel?
  - Graduate School vs. Self Study?
  - Night School vs. Full Time School?



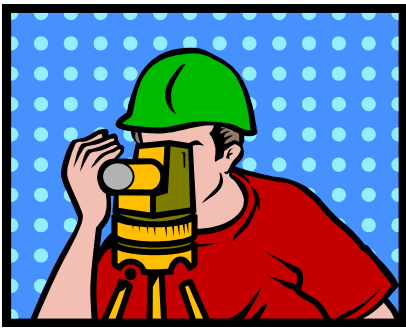


## **Step 5**

# **Use Your Contacts**

- **Talk to your references, college alumni, professional contacts, and many others.**
- **Also, talk to your Mentors & Management contacts.**
- **Research current conditions, locate companies, and learn about possible opportunities.**





## **Step 6**

# **Look for Opportunities**

- **Be constantly looking for new opportunities.**
- **Be willing to accept new challenges.**
- **Learn how to recognize new opportunities quickly & how to evaluate them against your Vision for yourself.**







## **Step 7**

# **Prepare Yourself**

- **Take courses and do home study to prepare yourself to match your Vision's requirements.**
- **Keep informed & interested in new developments in your chosen field.**
- **Have a long term improvement plan for yourself.**
- **Utilize professional resources at your disposal, such as IIE.**



**IIE TRAINING CENTER**  
PROFESSIONAL DEVELOPMENT FROM THE INSTITUTE OF INDUSTRIAL ENGINEERS



## **Step 8**

# **Enjoy Your Career**

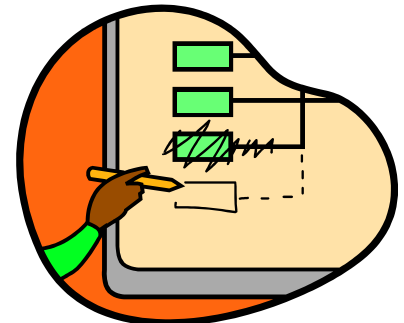
- **Work at your career, but enjoy it as it evolves.**
- **Much of happiness in one's career comes from enjoying the day-to-day activities and focusing on your positive accomplishments and not dwelling on set-backs.**
- **Don't put off enjoying your career until some arbitrary goal has been achieved.**
- **Take time to do an objective audit of the good & bad aspects of your current career path, and make adjustments accordingly.**





## Step 9 Adapt to Changes

- Prepare as best you can for the unexpected and learn how to adapt to changes (both external & internal).
- Look for ways of allowing yourself to absorb and even enjoy changes as they occur.
- Develop your core strengths and use these to embrace changes.
- Try to understand why the changes are taking place and develop personal strategies that fit your career Vision.



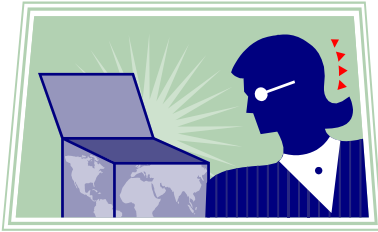


## **Step 10**

# **Include Your Family**

- **Discuss your plans with your family, particularly if they are directly affected (such as a relocation).**
- **Match your spouse's career Vision to yours and see how they can both be achieved.**
- **Assess your family's future condition and the impact they will have on your career planning (e.g. a new baby).**
- **Assess any increase in time away from your family, either due to longer work hours, a longer commute, or increased travel.**





## Step 11

# Separate Curiosity from Interests

- Explore your real interests, but learn to separate out the things that you are merely just curious about.
- Curiosity is good and natural, but real Career Planning involves following your real interests, not merely side issues that you are just curious about.
- Avoid the "*grass is always greener elsewhere*" syndrome.



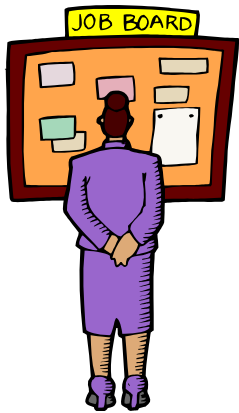


## **Step 12**

# **Utilize Quiet Time**

- **Do your Career Planning and "*soul searching*" under the best conditions.**
- **This usually means getting away from distractions and doing your Career Planning when you are relaxed & clear headed.**
- **Don't rush yourself, just do some quiet thinking about your career (like during vacations).**





## **Step 13**

# **Pursue Your Interests**

- **Interview regularly for information and pursue your interests.**
- **Constantly compare reality against your original perceptions.**
- **Find people who have had similar Visions and talk to them about their Career Planning and current job satisfaction.**





## **Step 14**

# **Everyone May Be a Consultant**

- **Develop core skills including seeking professional certification.**
- **In the future, job-shopping may be commonplace and lifetime employment or even long-time employment, a thing of the past.**
- **Learn your chosen profession well, in order to be a Consultant (whether external or internal), particularly important for Industrial Engineers.**
- **Keep your skills current and yourself motivated and challenged.**







## Step 15

# Have No Regrets

- Career Planning is a lot like Project Management:
  - plan your activities
  - work your plan
  - modify your plan
  - and enjoy your ~~project~~ career, as it unfolds
- Enjoy the Trip with No Regrets.

*“Life is a Journey, not a Destination.”*

*- Ralph Waldo Emerson*





YOUR CAREER →

# List of the 15 Career Planning Steps

- Step 1* - Know Yourself
- Step 2* - Know Your Vision
- Step 3* - Do Your Homework
- Step 4* - Explore All Your Options
- Step 5* - Use Your Contacts
- Step 6* - Look For Opportunities
- Step 7* - Prepare Yourself
- Step 8* - Enjoy Your Career
- Step 9* - Adapt to Changes
- Step 10* - Include Your Family
- Step 11* - Separate Curiosity from Interests
- Step 12* - Utilize Quiet Time
- Step 13* - Pursue Your Interests
- Step 14* - Everyone May Be a Consultant
- Step 15* - Have No Regrets

# 15 Career Planning Steps - as a diagram

