

A 6-STEP PLAN TO BUILD YOUR FUTURE



1 SELF-ASSESSMENT Know Yourself

- What are your strongest skills?
- What do you enjoy doing?
- What are your values?
- What type of work environment brings out your best?

My top 3 strengths:

- _____
- _____
- _____

My core values:



2 CAREER GOALS Define Your Target

- What does success look like for you?
- Where do you see yourself in 1 year? 3 years? 5 years?
- What type of role are you aiming for?

1 Year Goal: _____

3 Year Goal: _____

5 Year Goal: _____

Target Role/Industry: _____



3 SKILLS & GAP ANALYSIS Identify & Improve

- What skills do you have today?
- What skills do you need to develop?
- How can you close the gap?

Skills I have:

Skills I need to develop:

How I will improve: _____



4 EDUCATION & TRAINING Invest in Yourself

- Do you need a certification, trade ticket or diploma?
- Are there short courses that can boost your skills?
- What resources are available?

Training/Certifications I need: _____

Courses/Programs I will explore: _____

Resources I can use: _____



5 ACTION PLAN Take Consistent Action

- What actions will you take this month?
- What can you do weekly?
- Who can support you?

This month I will: _____

Weekly actions: _____

People who can support me: _____



6 REVIEW & ADJUST Stay on Track

- Review your progress regularly
- Celebrate small wins
- Adjust your plan as needed

How will I measure success? _____

Review date: _____

What I will adjust if needed: _____



NHCS TIP

A plan without action is just a wish.

Break big goals into small steps and focus on progress, not perfection.

- ✓ Set clear goals
- ✓ Create an action plan
- ✓ Take daily action
- ✓ Stay consistent
- ✓ Review & adjust
- ✓ Never give up



COMMON PLANNING MISTAKES

- ✗ Setting unclear goals
- ✗ Trying to do everything at once
- ✗ Not taking action
- ✗ Ignoring skill gaps
- ✗ Not reviewing progress
- ✗ Giving up too soon



NEED MORE HELP?

If you'd like personalized help with your career plan, resume, or interview preparation, I'm here to help.

✉ NextHitchCareers@outlook.com

☎ 709-765-1182

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CAREER EXPLORATION WORKSHEET

	What industries interest me?	_____
	What types of jobs interest me?	_____
	What am I good at? What do others say I'm good at?	_____
	What work makes me feel fulfilled?	_____
	What are my financial goals?	_____
	Where do I want to work? (Location, Remote, FIFO, etc.)	_____



MY CAREER ACTION PLAN



My Top Goal: _____



Why this goal is important: _____



Actions I will take:

- _____
- _____
- _____
- _____



Target Completion Date: _____



Who can support me? _____



MONTHLY PROGRESS CHECK-IN

Month	What I accomplished	What challenges did I face?	What I learned	What I will focus on next month
Month 1				
Month 2				
Month 3				
Month 4				
Month 5				
Month 6				



REMEMBER

Your career is a journey, not a destination.

Keep learning.
Keep growing.
Keep moving forward.

Your next hitch is closer than you think.

You've got this!



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