

Career Development

Your Path to Success



Welcome to your journey towards a fulfilling and successful career!

This worksheet will guide you through the basics of career planning, help you set clear goals, and develop self-awareness. **Let's get started!**

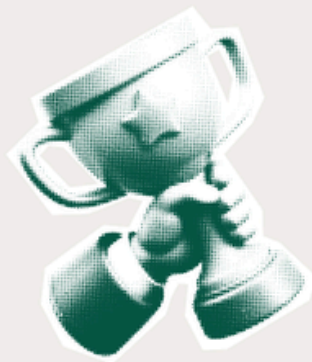
What is Career Planning and Why It Matters

Career planning is the process of setting goals for your career and developing strategies to achieve them. Para itong paglalakbay kung saan ikaw ang nagmamaneho.

Here are a few reasons why **career planning** is important:

01 Clarity and Direction

Nakakatulong ito upang magkaroon ka ng malinaw na direksyon at focus sa iyong career path.



02 Goal Achievement

Mas madali mong maabot ang iyong mga career goals kung may konkretong plano ka.

03 Self-Awareness

Natutulungan ka nitong makilala ang iyong sarili—ang iyong strengths, weaknesses, at kung ano ang talagang gusto mo sa iyong career.



Pero paano nga ba mag-career planning?

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Paano nga ba mag-career planning?

1. Set your career goals

Mahalaga ang pag-set ng financial goals para sa epektibong budgeting. May dalawang klase ng goals:



Reflection Prompt:

Ano ang iyong short-term at long-term career goals? Bakit ito importante?

LONG-TERM GOALS

Goals na kailangan ng mas mahabang panahon para makamit. Typically, long-term goals take a minimum of 1 year to be achieved.

Halimbawa: Maging manager sa isang kilalang kumpanya

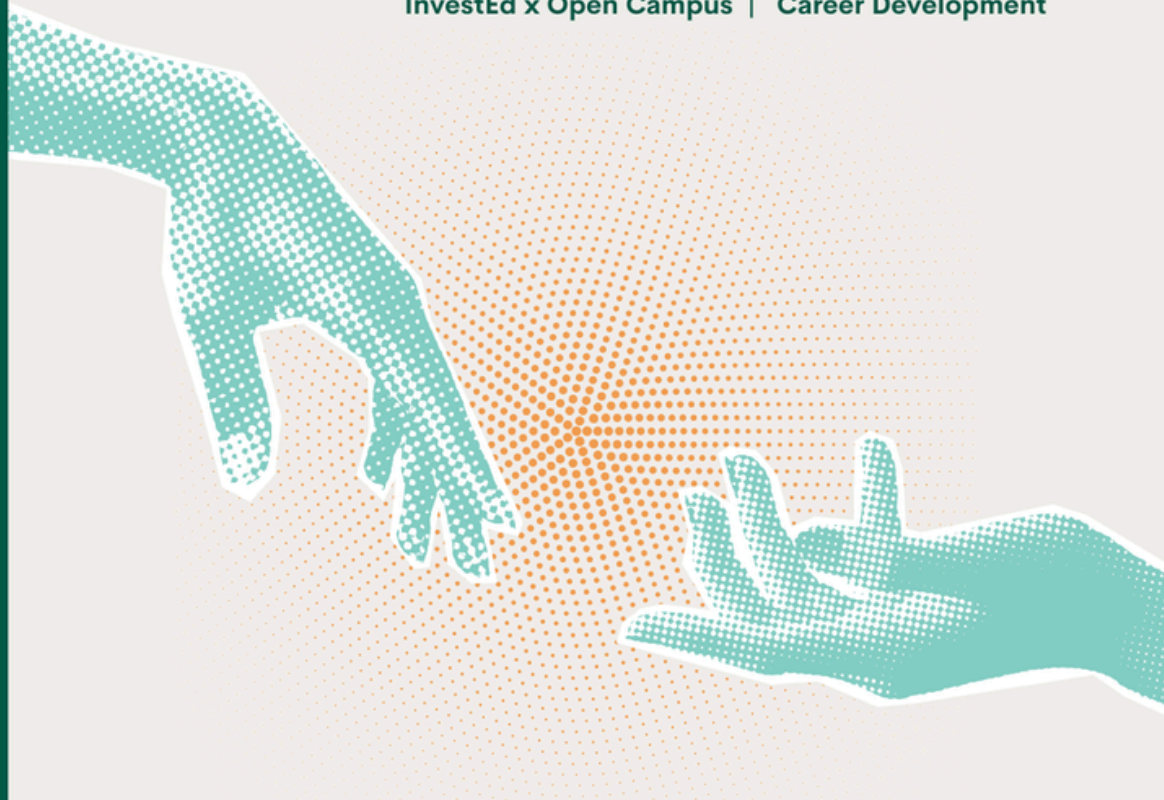
SHORT-TERM GOALS

Mga goals na gusto mong makamit in 3 months to 6 months.

Halimbawa: Mag-enroll sa isang professional development course

Your goals should be personally meaningful to you. Kaya dapat, when it comes to setting goals, alam mo dapat kung bakit importante ang goal na ito para sa'yo.

Think of what it would mean for you to achieve the goal.



Paano nga ba mag-career planning?

2. Develop Self- and Situational Awareness

Develop your self- and situational awareness by taking a moment to assess yourself as well as your situation in terms of education, career, family situation, and other aspects of life. Dapat klaro sayo kung ano ang priorities mo at ano ang epekto nito sa iyong career plans.



Unsure sa mga skills, interests, at values na meron ka?

That's okay! You can try taking a personality test to better understand yourself. Subukan itong free online personality test:

www.16personalities.com/.

Pero tandaan, ito ay guide lamang. Mahalagang mag-reflect pa rin sa results at sa iyong mga aktwal na karanasan.

2.1 LIST YOUR SKILLS, INTERESTS, AND VALUES

Isa sa mga paraan to understand yourself is by listing down your skills, interests, and values.

- Skills: Ano ang mga kasanayan na mayroon ka? (*hal. communication skills, technical skills*)
- Interests: Ano ang mga bagay na interesado kang gawin? (*hal. writing, programming*)
- Values: Ano ang mga bagay na mahalaga sa'yo sa isang trabaho? (*hal. work-life balance, career growth*)



Paano nga ba mag-career planning?

2. Develop Self- and Situational Awareness

2.2. UNDERSTAND YOUR FINANCIAL CONTEXT

Para sa mga breadwinners o mga graduates na nagmula sa low-income families, mahalagang maiintidihan ang iyong financial context. Maaring factors ng iyong mga career decisions ang pangangailangan na kumita agad upang matulungan ang pamilya.

- **Financial Obligations:** Mayroon ka bang mga financial responsibilities na kailangang unahin, tulad ng pagbabayad ng utang o pag-suporta sa pamilya?
- **Income Needs:** Gaano kalaki ang kailangan mong kitain upang matugunan ang iyong mga pangangailangan at ng iyong pamilya?
- **Job Prioritization:** Kailangan mo bang maghanap ng high-paying job agad upang makatulong sa pamilya?



Exercise #1

List down all your skills, interests, values, and financial obligations. Maaaring gumamit ng papel o digital document para ilista ito.

Ang pag-unawa sa ating mga individual skills, interests, and values, gayundin sa ating financial context ay mahalagang step para mas maging klaro kung ano ang mga dapat gawin para ma-achieve ang iyong goals. Tandaan ang konsepto ng short-term and long-term goals. Maaring may mga mga goals na dapat i-prioritize kumpara sa iba, pero hindi ibig sabihin na hindi mo na ito p'wedeng i-pursue sa darating na panahon. *May tamang timing para sa lahat.*

Paano nga ba mag-career planning?

3. Set an action plan

Now that you understand of your goals, priorities, and self-awareness, it's time to plan and take action! From the exercises you did on Steps #1 & #2, identify 1-2 goals that you would like to pursue in the short-term, and create an action plan to achieve them. Below is an example.

Example:

- Goal: Land a job in a reputable tech company within 6 months
- Why it's important: This goal aligns with my skills and interests in programming and offers growth opportunities and high income-potential.

	Timeline <i>Kailan ko ito gagawin?</i>	Potential Blockers to this Action <i>Ano ang mga p'wedeng balakid dito?</i>	Game Plan to Remove or Mitigate the Blockers <i>Paano ko masisigurong magagawa ko pa rin ito sa kabila ng mga balakid?</i>	Progress Status Completed, On Track, Delayed, Not Started
Update my resume and LinkedIn profile	This week	Busy schedule	Allot 2 hours this weekend to do this	
Apply to at least 5 companies every month	Monthly	Rejections	Stay persistent and seek feedback to improve	
While waiting for results, enroll in a course or workshop related to the industry or job I'm applying for	This month	Course / workshop fees	Look for the free offerings, or consider reading up on available learning resources online or watching YouTube videos	

Exercise #2

Gumawa ng sariling action plan gamit ang table sa nakaraang pahina.

	Timeline <i>Kailan ko ito gagawin?</i>	Potential Blockers to this Action <i>Ano ang mga p'wedeng balakid dito?</i>	Game Plan to Remove or Mitigate the Blockers <i>Paano ko masisigurong magagawa ko pa rin ito sa kabila ng mga balakid?</i>	Progress Status Completed, On Track, Delayed, Not Started
Action #1:				
Action #2:				
Action #3:				



Paano nga ba mag-career planning?

4. Track your progress





It's important to track your progress to see your achievements and to see if you're sticking to the plan. Use a dedicated tracker, tulad ng planner, Excel or Google Sheets, para makita mo ang iyong progress. Magandang magkaroon ka ng weekly o monthly review para i-check kung on track ka pa sa iyong action plan. Kung may mga challenges na na-encounter, magandang opportunity rin ito para magre-strategize o gumawa ng bagong action plan.



Remember, career planning is a continuous process!

As you gain more experience and develop new skills and interests, and your financial situation evolves, it's natural for your goals and plans to change. That's okay! Ang importante ay maging adaptable as you continue to navigate your career journey.

TO-DO:

-  Get clear with your career goals. Mag-reflect at isulat ang iyong short- and long-term goals.
-  Develop self- and situational awareness. Assess your skills, interests, values, and financial situation.
-  Plan and take action. Be realistic on how you want achieve your goals. Set doable steps
-  Track your progress. Gawing habit ang regular na review sa iyong mga plano para malaman kung on track ka

ADDITIONAL RESOURCES

- **[VIDEO]** Resume 101: [Starting on Your Resume](#)
- **[VIDEO]** [Websites na Makakatulong sa Iyong Job Search](#)
- **[TEMPLATE]** [Canva Goal Tracker Template](#)

After completing the worksheets, submit them to our Submission Bin (bit.ly/InvestEdWorksheets1) to receive personalized feedback from our InvestEd Coaches!



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