

My Plan Activity 7: Career Preparation & Planning

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This section of the My Plan tool allows you to track and organize your career exploration and preparation activities.

Sign into Career Cruising using your personal My Plan username and password. Open the My Plan menu near the top of the page and click on **My Goals & Plans**.

CAREER PLANNING ACTIVITIES

The purpose of this section of the Plan is to record career planning activities that you have already completed or are involved in currently.

Click on **Career Planning Activities**.

- Step 1.** Click **Add An Activity** and select an activity that you have completed or are involved in from the dropdown menu. Record the organization name in the space provided.
- Step 2.** Fill in the start and end dates (month and year) for that activity.
- Step 3.** Record what you did, what you learned from that activity, new skills you acquired, and any other important information in the Description area.
- Step 4.** Attach any related files by clicking on the **Attach File** button.
- Step 5.** Click the blue **Save** button.
- Step 6.** Continue to add other career planning and exploration activities.

You can edit and delete your activities once they have been saved by clicking on the appropriate icon. Be sure to save any changes you make!

POST-SECONDARY PLAN

This section of the Plan brings together all the activities you have done into a plan for post-secondary education. Click on **Post-Secondary Plan**.

- Step 1.** Click the **Career Goals** tab. By now, you have probably looked at a number of careers in Career Cruising and in other career exploration activities. Select one or two cluster interests that you are really interested in pursuing, then choose the careers that most interest you. Click the blue **Save** button.
- Step 2.** Click the **Educational Goals** tab. Select the level of education you plan on pursuing to meet your career goals. Then select the schools that you would seriously want to attend. Click on the **Save** button under the list of schools.

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Step 3. Click the **Financial Plans** tab. What sources of funding are you going to need in order to pay for your post-secondary education? Select the options you will pursue and click the blue **Save** button at the bottom of the page.

CAREER & LIFE GOALS

Here you can record your short and long term goals. Click on **Career & Life Goals**.

Step 1. Describe the goals that you have for the immediate future in the **Short Term Goals** section. If you want to see sample goals, click on the question mark icon. When you have entered your thoughts, click the blue **Save** button.

Step 2. Describe the goals that you want to achieve over a longer period of time in the **Long Term Goals** section. If you want to see sample goals, click on the question mark icon. Click **Save** when you are finished.