

Set aside 20–30 minutes. Find a quiet space. Write without editing or judging your thoughts.

## 1 My Career Intent

What direction am I moving towards? What outcome do I want to create?

## 2 Key Strengths I bring

What strengths and experiences support this transition?

## 3 Skill Gaps to Address

What capabilities do I need to build or strengthen?

## 4 Priority Actions (Next 30 to 90 Days)

List 3 to 5 key actions to move forward

## 5 Conversations and Support

Who can support, guide or open doors for me?

## 6 Risks and Realities

What practical challenges (financial, time, lifestyle) I should plan for?

## 7 My Weekly Commitment

What small action will I consistently take each week?

## 8 Reflection Check (End of Month)

What worked? What did I learn? What will I adjust?

“Direction comes from clarity. Momentum comes from action.  
Your future is built on both.”