

LINSEY CAREERS



**DARE**

*to be*

**DELIBERATE**

**CAREER ACTION PLAN**



# DARE

*to be*

## DELIBERATE

LEVEL UP YOUR COMMUNICATIONS CAREER

## CAREER ACTION PLAN

Being intentional in your career means making a little bit of time on a regular basis. Use this Career Action Plan to help you dare to be deliberate and level up your communications career.

### GETTING STARTED

It may feel daunting if you haven't been putting any emphasis on how you manage your career. Where do you begin? Must you do all kinds of assessments and exercises? No. The best advice is to start anywhere. What is most pressing to you at this stage of your career?

**What can you do today?**

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## DAILY

Create a habit of being mindful about your career. What will you do daily to help build your network, expand your knowledge, help others?

Here are a few ideas:

- Spend five minutes scrolling through LinkedIn. Comment on at least one person's post. Send a private message to someone in your network acknowledging their success. Connect with someone new.
- Acknowledge a team member for something they did well.
- Read something from a source that is new to you.

**What will you do daily?**

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## WEEKLY

Set aside a short period of time each week to do something that is relevant to managing your career. It can be Monday mornings before the week gets going, or an hour every Friday afternoon. Whatever your schedule allows – but put it in your calendar.

Some ideas for weekly activities include:

- Reach out to someone in your network and schedule a “catch up” call or coffee meeting.
- Respond to people who have reached out to you.
- Seek resources to learn something new that will make you better at your job (these can be small things).

**What will you do weekly?**

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## MONTHLY

What monthly habits can you create to ensure you are dedicating time to your own career management? Because we all get “busy,” it’s easy to put your own career intention on the back burner. But each month, it’s worth checking in with yourself to see if you are doing what needs to be done — and that what needs to be done remains unchanged.

Some ideas include:

- Schedule lunch with a mentor or peer. (And don’t cancel it!)
- Attend an event that is relevant to your profession (PRSA, IABC, etc).
- Connect with someone you are mentoring (or want to mentor) and schedule time for a conversation.

**What will you do monthly?**

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## QUARTERLY

Time flies by as we focus on the projects and events that fill our work lives. But setting aside time each quarter to create meaningful connections will pay off for years to come.

Some ways to be deliberate each quarter include:

- Schedule a quarterly career conversation with your manager. Be prepared with your development goals and ideas to help achieve them.
- Meet with a leader in another area of your organization to learn more about the business. Go in with curiosity to learn how you can become a better business partner.
- Take a webinar or course that enhances your professional expertise.

**What will you do quarterly?**

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## ANNUALLY

Once a year it's good to check in with yourself and take a good look at where you are and where you are going in your career. What has changed regarding your priorities and career goals over the last year?

Some ideas for your annual check in include:

- Do a values and priorities check in with yourself. Are you working in an environment that is fulfilling and in alignment with your current life situation?
- Take a look at your career vision. What has become real? Is it time to write a new vision to stretch yourself?
- Decide which professional organizations you want to be a member. What professional events do you want to attend in the year ahead?
- Take a look at your network. Which relationships are you nurturing and which ones have been neglected? It's never too late to reconnect.

### What will you do annually?

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