

Career next step plan

Choose a realistic next step using a current opportunity and examples of your work. Leave with three actions, evidence to look for, and a date to review your progress.

01 Set your direction

Target role or pathway

Planning window

Posting or pathway source URL and date checked

02 Compare the opportunity with your evidence

Read the full requirements. Separate a stated requirement from a preference or an assumption.

Key requirement and where it appears

Relevant example or skill I can show

03 Check before you act

- ☐ I checked the current posting and its application instructions.
- ☐ My resume examples are accurate and specific.
- ☐ I verified any stated eligibility, deadline, or credential requirement.
- ☐ I chose one gap to work on before adding more tasks.

My main constraint and one practical response

Start small: compare two real opportunities, keep one target, and choose one resume or learning improvement you can finish.

Your next three actions

Write a specific step, give it an owner and due date, and decide what evidence will show it is done. Keep sources and references short and public-safe.

1 Compare one current opportunity with my experience

Owner**Due date****Completion evidence or source reference**

2 Improve one resume example or work sample

Owner**Due date****Completion evidence or source reference**

3 Take one learning or outreach step

Owner**Due date****Completion evidence or source reference**

04 Review and decide

Review date**What did I learn about the role and my fit?**☐ Done☐ Adjust the plan☐ Verify or follow up**My next choice or the support I want to request**

CONTINUE WITH NAVIGATOR

Explore opportunities | <https://navigator.riddickandcollc.com/talent?view=jobs#global-jobs>

Compare pathways | <https://navigator.riddickandcollc.com/pathways>

Build or revise a resume | <https://navigator.riddickandcollc.com/resume>

Reopen this resource path: <https://navigator.riddickandcollc.com/resources/plans?goal=career>

Blank planning worksheet. Fill locally; do not enter confidential information. Download before editing; PDF viewer support varies.