

The Ultimate Career Planbook: From High School to Careers

THE ULTIMATE CAREER PLANBOOK

FROM —

HIGH SCHOOL → TO CAREERS

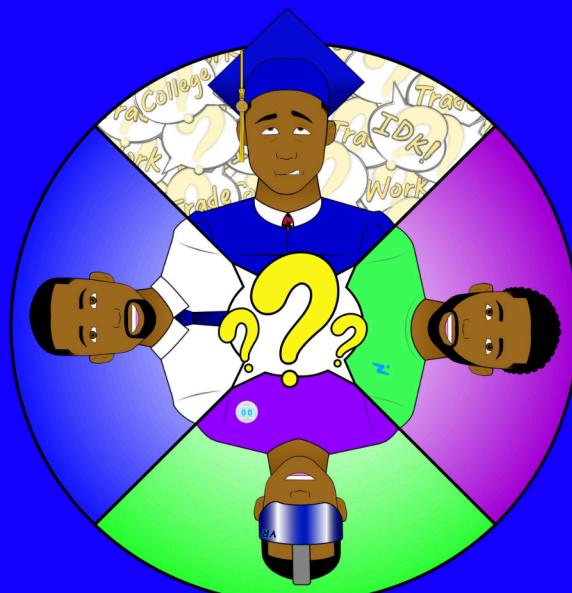
Copyright © 2024 Carlos S. Ewing

All rights reserved.

ISBN: N/A



THE STRUGGLE IS REAL FROM HIGH SCHOOL TO CAREERS



DR. LOSO

The guidebook *The Struggle Is Real: From High School to Careers* is
Available on Amazon and Barnes & Noble.



Contents

INTRODUCTION	10
Section Summary	11
Icon Legend	11
HOW TO USE THIS PLANBOOK	12
Creating Your Plan 	13
CAREER DISCOVERY	14
Types of Motivators	15
What Motivates You?	16
What Really Motivates You?	17
A Few of Your Favorite Things	18, 19
Likes & Loves	20, 21
Are You Interested or Not?	22, 23
Current Skills	24
Desired Skills	25
Success	26
Your Dream Job	27, 28
Online Career Planning Resources	29
My Work Conditions	30
Dislikes & Non-Negotiables	31
Dislikes & Non-Negotiables - Custom	32
Types of Employees	34, 35
My Core Values	36
Careers, Fields, & Industries	38-41
Career Options Comparison	42
Career Options: Pros & Cons	43
My Career Ikigai: Instructions	44
My Career Ikigai	45
My Career Ikigai - Example	46
My Career Ikigai - Visual	47
My Career Ikigai Career Options	48
My Career Ikigai Career Options: Pros & Cons	49
Career Discovery AI Prompts 	50
The Career Combine	51
The Career Combine Career Options	52
The Career Combine Career Options: Pros & Cons	53
Career Choice A	54
Career Choice B	55
My Career (Career Choice A)	56
Career Health(Career Choice A)	57
Discretionary Income (Career Choice A)	58
Sacrifices & Grunt Work (Career Choice A)	59
My Career (Career Choice B)	60
Career Health(Career Choice B)	61
Discretionary Income (Career Choice B)	62
Sacrifices & Grunt Work (Career Choice B)	63
Career Path	64
My Career Choice - The Journey Starts Here	65
My Legacy	66
Career Goals	67



Contents

Networking Opportunities	68, 69
Professional Organizations	70
My Professional Network	71-73
Comebacks > Setbacks	74, 75
HIGH SCHOOL	
High School Goals - Overview	77
Education Goals	78
Career Goals	79
SMART Goals	80-87
Short-Term Goals Action Plan	88, 89
Short-Term Goals Potential Obstacles & Solutions	90
Short-Term Goals Progress Tracker	91
Long-Term Goals Milestones	92, 93
Long-Term Goals Milestones Action Steps	94, 95
Long-Term Goals Resource Planning	96
Long Term Goals Progress Tracker	97
Mentor Me	98
My High School Mentors	99
Study AI Prompts	100, 101
4 Year Plan - High School	102, 103
CTE Program	104
My CTE Classes	105
Study Planner	106-109
Extracurricular Activities List (High School)	110, 111
Priority Setter	112
Priority Setter - Current Priorities	113
Priority Setter - New Priorities	114
Prioritization & Deprioritization Action Plan	115
My Self-Care Plan	116, 117
College Considerations	118, 119
Is College For You?	120
Is College For You? The Decision Is Yours	121
College Interest List	122, 123
College Comparison Plansheet	124
Major Comparison Plansheet	125
Learning Institute Profile	126, 127
College A	128
College B	129
College Application Checklist	130
Dorm/Apt Move-In Checklist	131
Scholarship List	132, 133
Student Loan List	134, 135
Grants & Other Financial Aid	136, 137
Professional Organizations	138
My Professional Network	139, 140
Networking Opportunities	141
Comebacks > Setbacks	142, 143



Contents

COLLEGE CTRL	144
College Goals - Overview	145
Education Goals	146
Career Goals	147
SMART Goals	148-155
Short-Term Goals Action Plan	156, 157
Short-Term Goals Potential Obstacles & Solutions	158
Short-Term Goals Progress Tracker	159
Long-Term Goals Milestones	160, 161
Long-Term Goals Milestones Action Steps	162, 163
Long-Term Goals Resource Planning	164
Long Term Goals Progress Tracker	165
Mentor Me	166
My College Mentors	167
College AI Prompts	168
Everyday Is A Journey	170
__ Year College Plan	171-175
Study Planner	176-181
Internship Comparison Chart	182
Internships	183
Study Abroad Program Comparison Chart	184
Study Abroad	185
Study Abroad Checklist	186, 187
Interdisciplinary Studies - Focus Areas	188
Marketable Courses	189-191
Insufficient Education	192, 193
Extracurricular Activities List (College)	194, 195
Networking Opportunities	196, 197
Professional Organizations	198
My Professional Network	199-201
Comebacks > Setbacks	202, 203
CAREER PREP	204
Career Prep Goals - Overview	205
Career Prep Career Goals	206
Career Prep Education Goals	207
SMART Goals	208-217
Short-Term Goals Action Plan	218, 219
Short-Term Goals Potential Obstacles & Solutions	220
Short-Term Goals Progress Tracker	221
Long-Term Goals Milestones	222, 223
Long-Term Goals Milestones Action Steps	224, 225
Long-Term Goals Resource Planning	226
Long Term Goals Progress Tracker	227
Mentor Me	228
My Career Mentors	229
Creating an ATS Resume	230, 231



Contents

How ATSSs Work	232
Traditional Resume vs Graphic Resume	233
XP Points	234-237
Traditional Resume Example	238
Graphic Resume Example	239
Cover Letter Tips	240
Resume AI Prompts	241
Career AI Prompts	242
General Interview Questions	244
Career Specific Interview Questions	245
You're a Star - The STAR Method	246-249
T.H.I.N.K.	250
Google Yourself - Red Flag	251
LinkedIn Profile Checklist	252, 253
LinkedIn Profile Checklist - Visual	254, 255
Job Comparison Chart	256, 257
Goals & Objectives Comparison	258
Salary Comparison Chart	259
Benefits & Perks Comparison Charts	260, 261
City Comparison - 2 City	262
City Comparison - 3 City	263
Skills Needed	264
Durable Skills	265, 266
Is It Really Me?	267, 268
Networking Opportunities	270, 271
Professional Organizations	272
My Professional Network	273-275
Comebacks > Setbacks	276, 277
CAREER CRAFTING	278
Going Up^ - Elevator Pitch	279
Career Goals	280
Education Goals	281
SMART Goals	282-289
Short-Term Goals Action Plan	290, 291
Short-Term Goals Potential Obstacles & Solutions	292
Short-Term Goals Progress Tracker	293
Long-Term Goals Milestones	294, 293
Long-Term Goals Milestones Action Steps	296, 297
Long-Term Goals Resource Planning	298
Long Term Goals Progress Tracker	299
Professional Development	300, 301
Am I Getting Paid Enough?	302
Should I Stay or Should I Go?	303
Priority Setter	304
Priority Setter - Current Priorities	305
Priority Setter - New Priorities	306
Prioritization & Deprioritization Action Plan	307



Contents

My Self-Care Plan	308, 309
Moving On Up! - New Role Readiness Questionnaire	310, 311
Retirement & Investments	312
Career Mentors	313
Networking Opportunities	314, 315
Professional Organizations	316
My Professional Network	317-319
Comebacks > Setbacks	320, 321
CTRL + ALT + ENTER	322
Other Helpful Plansheets	323
Alternative Career Journey Career Goals - Alternative Career Journey Education Goals	324, 325
SMART Goals	326-333
Short-Term Goals Action Plan	334, 335
Short-Term Goals Potential Obstacles & Solutions	336
Short-Term Goals Progress Tracker	337
Long-Term Goals Milestones	338, 339
Long-Term Goals Milestones Action Steps	340, 341
Long-Term Goals Resource Planning	342
Long Term Goals Progress Tracker	343
Mentor Me	344
My Career Mentors	345
CTRL + ALT + ENTER	344
Reskill	346-349
SkillUP^	350, 351
Online Learning Resources	352
Boot Camp List	353
Conferences - Seminars - Workshops List	354
Certifications & Certifications List	355
Badges & Microcredentials	356, 357
Apprenticeships	358
Licenses	359
Talent Show	360
Networking Opportunities	362, 363
Professional Organizations	364
My Professional Network	365-367
Comebacks > Setbacks	368, 369
I'M A HUSSLA'	370
Entrepreneurial Goals - Overview 	371
Entrepreneurial Goals 	372, 373
SMART Goals 	374-381
Short-Term Goals Action Plan 	382, 383
Short-Term Goals Potential Obstacles & Solutions 	384
Short-Term Goals Progress Tracker 	385
Long-Term Goals Milestones 	386, 387
Long-Term Goals Milestones Action Steps 	388, 389
Long-Term Goals Resource Planning 	390
Long Term Goals Progress Tracker 	391



Contents

Mentor Me 	392
My Entrepreneur Mentors 	393
Starting A Business	394
Legal Entities	395
Intellectual Property (IP) Protections	396
Your Business Profile 	397-399
Entrepreneur Checklist	400
Business Plan Sections	401
Business Formulas	402
Consulting Invoice Template	403
A Seat at the Table	404
My Organizational Chart	405
Brand Builder 	406, 407
Entrepreneur AI Prompts 	408
The Meaning of Colors 	409
Professional Brand Builder - Visual Identity 	410
Professional Brand Builder - Logo Design 	411
SWOT Analysis - Branding 	412, 413
Marketing Plan 	414
Marketing Plan - Vision Board 	415
Audience Builder 	416
Under My Influence 	417
Post Schedule 	418
Social Media Topics 	419
Post Planner 	420-423
Business Expenses	424
Intellectual Property (IP) List	425
Asset Tracker	426, 427
Networking Opportunities	428, 429
Professional Organizations	430
My Professional Network	431-433
Comebacks > Setbacks	434, 435
PLAYBACK	436
The Dead End Job	437
Word Search	438
My Online Buddi	439
Dr. Loso's New Look	440
I AM My Own Creation	441
My Master Plan	442, 443
Career Insights 501 Online Info	444
BLANK PAGES	
	33, 37, 169, 243, 269, 361

The table of contents for *The Ultimate Career Planbook: From College to Careers & Career Discovery* can be found at the end of this document (p. 88)



HOW TO USE THIS PLANBOOK

Creating Your Plan



This planbook is pretty straightforward forward, but there are some things in the **Career Discovery** section that I want to go over with you to help you get the most out of the planbook and to help you find an ideal career.

1 First off, you will want to complete and review pages 15-41. Doing this will help you detail what you are looking for in a career and give you an idea of what careers and fields are out there.

2 Next, you will want to complete at least one of the career discovery activities. They are:

- **Career Options Comparison** (p. 42, 43)
- **My Career Ikigai** (p. 44-49)
- **The Career Combine** (p. 50-53)

This step is the most important because it will provide you with career options.

I recommend that you use **The Career Combine** career discovery activity to help you find a career. This activity uses AI instead of a career discovery coach to help you find a career that caters to everything you outlined on pages 15-41.

3 Once you have completed one of the career discovery activities, pick your top two career options and write them on the **Career Choice A** and **B** pages (p. 54 and 55).

Complete **My Career Choice A** (p. 56-59) and **My Career Choice B** (p. 60-63) to find out more about your top career choice to see if they are really a good fit for you.

You can use page 64, **Career Path**, to identify the career paths of your top career choices or to map out various career paths for the career that you have chosen, indicated on page 65, **My Career Choice - The Journey Starts Here**.

4 Next, you will identify some of your short-term and long-term career goals (p. 67).

5 Now that you have chosen a career proceed to the **High School** section (p. 76) to start goal setting and action planning for your career while in high school.

5.5 At this point in your career planning, you should also start reviewing plansheets in the **Career Prep** section (p. 204). Plansheets that cover topics like creating an ATS resume, searching your online presence, durable skills, and self-reflection are all important things to start working on while in high school.

6 Simultaneously, goal set and action plan for the next step after high school graduation while working in the **High School** section. You will need to proceed to the appropriate section in the planbook based on the education requirements of your career. You might need to jump to the **CTRL + ALT + ENTER** (p. 322) section if your career goals allow you to take an alternative route other than college, the **College CTRL** (p. 144) section if you need to go to college, or the **I'm A Hustla** (p. 370) section if you have entrepreneurial goals.



CAREER DISCOVERY

ASSESSMENTS FOR ASCENSION

Title

 "Haters get on ya job. It's motivation." Well, that's what T.I. Whether it's hateration or validation, motivation can come in a lot of different ways. Listed below are some forms of motivation. Look over these to identify what factors motivate you. Being familiar with these is also beneficial when working with others. Being able to identify what motivates the people you work with will help you understand their behavior as well as allow you to work with or lead them more effectively.

Intrinsic Motivators

- Personal Growth - to improve yourself and to learn new things
- Passion - a strong interest or love for a subject or activity
- Achievement - the satisfaction of accomplishing goals or overcoming challenges
- Autonomy - the need for independence and control over your work or decisions
- Purpose - feeling that what you are doing is meaningful and contributes to a larger cause
- Curiosity - the drive to explore, understand, and discover
- Mastery - the desire to develop and excel in a specific skill or area

Extrinsic Motivators

- Rewards - tangible incentives such as money, gifts, or perks
- Recognition - acknowledgment or praise from others, including awards, titles, or public appreciation
- Competition - the drive to outperform others or be the best in a given field
- Status - the desire for a certain social standing or reputation
- Fear of Consequences - avoiding negative outcomes such as punishment, failure, or disappointment
- Peer Pressure - the influence of others' expectations or norms
- Obligation - the need to fulfill duties, responsibilities, or expectations

Social Motivators

- Affiliation/Connection - the need to build and maintain relationships with others
- Contribution - the desire to help others or contribute to a community or society
- Approval - seeking acceptance or validation from others
- Belonging - the need to be part of a group, community, or culture
- Collaboration - the enjoyment or benefit of working with others towards a common goal

Physical & Environmental Motivators

- Comfort - the need for physical well-being and comfort
- Health - the desire to maintain or improve physical and mental health
- Security - the need for safety and stability, including financial security
- Routine - the comfort of a structured, predictable environment
- Challenge - the stimulation of facing new or difficult tasks
- Change - the need for variety or new experiences

Psychological Motivators

- Identity - actions driven by a sense of who one is or wants to be
- Self-Expression - the desire to express oneself creatively or authentically
- Ego - the need to maintain a positive self-image or self-esteem
- Adventure - the thrill of trying new things or taking risks
- Freedom - the need to feel unrestrained or free from control

Likes & Loves

 Use these plansheets to list the details of the things that you like and love.

Like/Love Details	Like	Love
Thing/Topic/Activity that you like or love.		
What do you like/love about this?		
Thing/Topic/Activity that you like or love.		
What do you like/love about this?		
Thing/Topic/Activity that you like or love.		
What do you like/love about this?		
Thing/Topic/Activity that you like or love.		
What do you like/love about this?		
Thing/Topic/Activity that you like or love.		
What do you like/love about this?		

The Ultimate Career Planbook: Career Discovery



Like/Love Details	Like	Love
Thing/Topic/Activity that you like or love.		
What do you like/love about this?		
Thing/Topic/Activity that you like or love.		
What do you like/love about this?		
Thing/Topic/Activity that you like or love.		
What do you like/love about this?		
Thing/Topic/Activity that you like or love.		
What do you like/love about this?		
Is there a common theme with your likes and loves? If so, what is it?		

Are You Interested or Not?



Use this plansheet to expand upon the things that you are interested in. For each item you are interested in, identify an organization or activity that you can take part in to see if this interest is worth pursuing a career in or developing skills and knowledge in.

Interest Details	Interested	Not Interested
Interest		
How will you pursue this interest?		
What did you like or dislike about this interest?		
Interest		
How will you pursue this interest?		
What did you like or dislike about this interest?		
Interest		
How will you pursue this interest?		
What did you like or dislike about this interest?		
Interest		
How will you pursue this interest?		
What did you like or dislike about this interest?		

Are You Interested or Not?



Use this plansheet to expand upon the things that you are interested in. For each item you are interested in, identify an organization or activity that you can take part in to see if this interest is worth pursuing a career in or developing skills and knowledge in.

Interest Details	Interested	Not Interested
Interest		
How will you pursue this interest?		
What did you like or dislike about this interest?		
Interest		
How will you pursue this interest?		
What did you like or dislike about this interest?		
Interest		
How will you pursue this interest?		
What did you like or dislike about this interest?		
Interest		
How will you pursue this interest?		
What did you like or dislike about this interest?		

Current Skills



A skills inventory is essential for when you start to explore careers. Listing your current skills in a career search is a great way to start finding careers you might be interested in. It is also helpful to have this list so that when you are creating and editing your resume, you will have a list of your skills readily available. Use this plan sheet to list your current skills, the number of experience you have with each, and your proficiency level for them.

Skills Proficiency Level Legend

Novice (N): No experience or knowledge

Beginner (B): Some experience and knowledge

Intermediate (I): Moderate experience and knowledge

Advanced (A): Advanced experience and knowledge

Desired Skills



While you're at it, go ahead and start a list of skills that you are interested in acquiring or that you think you might need for a career that you are interested in.



Your Dream Job

What is the average salary for this job? _____

Is this salary enough to cover your living expenses?* Yes / No

If No, how will you compensate for the income shortage? _____

If your dream job doesn't exist, what are some jobs that are similar to it?

What are the education requirements for them? _____

Which of these similar jobs is the most appealing alternative? _____

Do you currently have education requirements? Yes / No

Do you currently have education requirements? _____

What skills are needed for this job? _____

Do you currently have these skills? Yes / No

If No, how will you obtain the skills needed? _____

If your dream job doesn't exist, what do you need, and what actions do you need to take to make it a reality?



*If your Dream Job exists, skip ahead to pg. 52 Career Choice A.

Online Career Planning Resources



Here are some helpful resources to help you out while planning your career in various sections of this planbook. And remember you can always find helpful career information at www.careerinsights501.com

Salary Calculators

Glassdoor Salary Calculator (www.glassdoor.com) is a salary calculator that is based on employee-related data.

Payscale (www.payscale.com) is a salary calculator that provides a personalized salary report based on your experience, education, and job title.

Salary.com (www.salary.com) is a salary wizard that provides you with a detailed salary report based on role, industry, location, education, experience, and more.

Indeed Salary Calculator (www.indeed.com) allows you to compare salaries by job title, company, and region.

College Comparison

College Navigator (NCES) (www.nces.ed.gov/collegenavigator) provides detailed data on U.S. colleges, including tuition, financial aid, enrollment, retention rates, and graduation rates.

Niche (www.niche.com) compares U.S. high schools, colleges, and grad schools on various criteria, like academics, student life, diversity, campus, and alumni outcomes. This website also features student reviews.

BigFuture (www.bigfuture.collegeboard.org) lets you compare schools based on factors such as location, major offerings, campus environment, and financial aid options.

U.S. News (www.usnews.com/education) ranks colleges based on metrics like academic reputation, graduation rates, and faculty resources. You can also compare colleges by different categories like region, tuition, and program offerings.

College Simply (www.collegesimply.com) lets you compare colleges based on criteria such as test scores, cost, size, and acceptance rates.

Company Data & Comparison

Glassdoor (www.glassdoor.com) provides you with employee reviews, salary information, benefits, and company culture ratings. You can compare companies based on feedback from current and former employees.

Comparably (www.comparably.com) allows you to compare companies based on employee reviews, diversity, work-life balance, compensation, and even CEO ratings.

Indeed (www.indeed.com) offers company reviews, ratings, and salary data based on employee experiences. You can compare companies on factors like management, work-life balance, and job security.

CareerBliss (www.careerbliss.com) allows you to compare companies based on employee happiness, job satisfaction, and company culture. You can view employee reviews, salary data, and workplace ratings.

Great Place To Work (www.greatplacetowork.com) ranks companies based on employee satisfaction and workplace culture. You can compare top companies that have earned certifications for being excellent workplaces.

City-Data & Comparison

Numbeo (www.numbeo.com/cost-of-living) is a website that allows you to compare cities worldwide based on cost of living, crime rates, healthcare, traffic, and more.

Expatistan (www.expatistan.com/cost-of-living) compares the cost of living in U.S. cities based on expenses like housing, food, transportation, and entertainment.

LivingCost.org (www.livingcost.org) provides details on cost-of-living comparisons between cities around the globe, including housing, food, utilities, and more.

City-Data (www.city-data.com) - provides detailed information on U.S. cities, including demographics, crime rates, housing, weather, schools, and employment statistics.

U.S. Census Bureau (www.census.gov) offers extensive data on population, income, housing, education, and business for cities across the United States.

NeighborhoodScout (www.neighborhoodscout.com) offers city data focused on crime statistics, school quality, housing trends, and real estate insights. This website is particularly useful for homebuyers and renters.

Livability (www.livability.com) provides insights on what makes cities livable, with data on housing, cost of living, amenities, education, and job opportunities.

AI Generated Content Checkers

GPTZero (www.gptzero.me/) is aimed at detecting AI-generated content in academic settings. It analyzes text and provides a confidence level of whether it was AI-generated.

Originality.ai (www.originality.ai) is designed for content creators, agencies, and businesses to detect AI-generated text and plagiarism.

My Work Conditions



Detail your ideal work conditions.

Shift: Day / Night / Other: _____	Time Frame: ____ : ____ AM/PM - ____ : ____ AM/PM
Work Days: S / M / T / W / T / F / S	Season: Spring / Summer / Fall / Winter
Ideal Work Conditions:	
Ideal Work Culture:	
Ideal Work Environment:	
Technology:	
Special Assistance:	
Ideal Work Environment Summary:	

Dislikes & Non-Negotiables



Different industries and fields will have different work practices and norms. For example, some might require full-time workers to work more than 40 hours, while others might require you to work in high-stress environments. Let's take some time to list your no-noes and no-goes.

What are jobs that you will not or can't work? _____

What is the minimum hourly rate or salary that you will accept? _____

What location(s) are you not willing to move to? _____

What fields/industries are you not willing to _____

What are your professional development non-negotiables? _____

Work location: In-Office/Hybrid/Remote _____

What type of work environment(s) don't you want to work in? _____

What days are you not willing to work? _____

What is the maximum number of hours a day/week you are willing to work? _____

What maximum percentage of required travel are you willing to agree to? _____

What benefits are you not willing to do without? _____

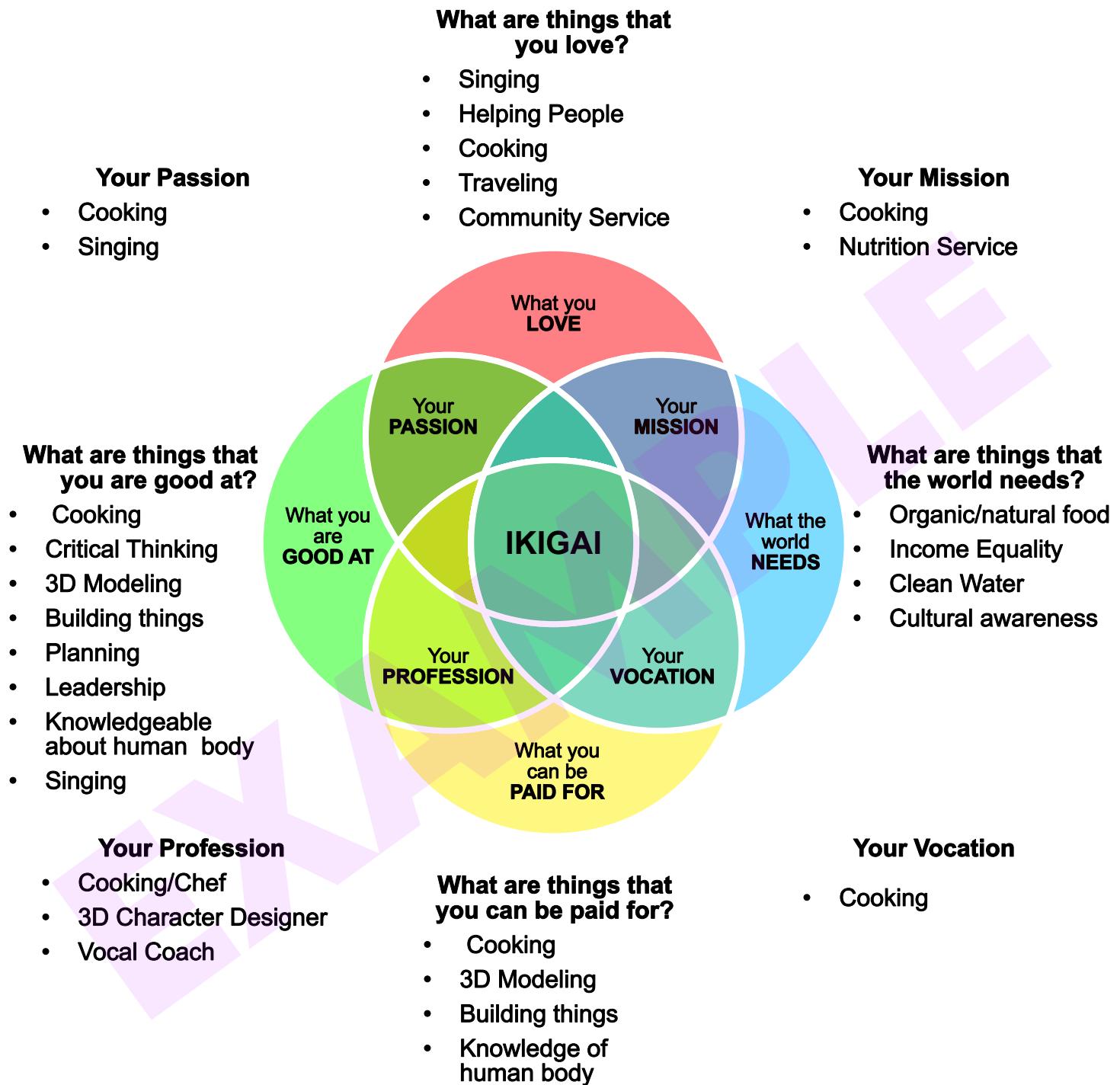
What values are you not willing to compromise? _____

What type of managers or management styles don't work well with you? _____

What are the health and safety risks that you won't take part in? _____

My Career Ikigai - Example

 Here is an example of the *My Career Ikigai - Visual* completed. Use this as a guide to help you complete your *My Career Ikigai - Visual* on the next page.



My Career Ikigai - Visual



Use the information that you filled out on the *My Career Ikigai* plansheet (or answer the questions here) to start filling in this plansheet. Look to see if you have duplicate items in the overlapping questions to find your Passion, Mission, Profession, and Vocation. If you don't have any duplicate answers for the overlapping questions, look at the responses for the two overlapping questions to see if you can combine responses from each to create items that would work as answers to your Passion, Mission, Profession, and Vocation sections (see the *Hybrids* section of *My Career Ikigai - Instructions*).

What are things that you love?

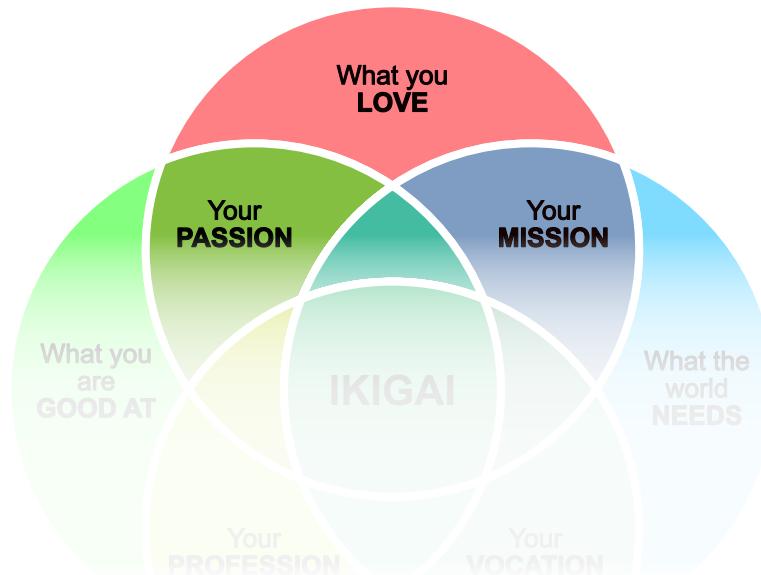
-
-
-

Your Passion

Your Mission

What are things that you are good at?

-
-
-



What are things that the world needs?

-
-
-

PREVIEW

Career Discovery AI Prompts



Here are some helpful AI prompts to help you discover and learn about different careers. Type one of the following in the Message field in ChatGPT or your preferred AI chatbot to get started. Also, try combining these prompts to get more detailed and personalized results.

Career Discovery (Personalized)

Provide me with 2-3 career options based on the following skills and interests: [SKILL 1, SKILL 2, SKILL 3, INTEREST 1, INTEREST 2, INTEREST 3]. Give me an overview of the job, the education requirements, the salary range from salary.com (or other online resources if not able to pull the salary from salary.com), the job outlook from the occupational outlook handbook (or other online resources if not able to pull the job outlook from occupational outlook handbook), the soft and hard skills needed, and the pros and cons of the job.



PREVIEW

I have decided to pursue a career in [NAME OF CAREER]. What are some entry-level positions in [NAME OF FIELD]?

Career Discovery

What are the hard and soft skills I should develop to be an ideal applicant in [NAME OF FIELD/JOB TITLE]?

*Alternative Prompt

What ways and resources can I use to develop these skills? If possible, please provide a link to each.

GENERATIVE AI TIPS

- Be concise
- Have the AI Chatbot assume a role
- Give custom instructions
- Place restrictions on instructions
- Specify how you want your output/ results

- Ask it to explain something to you like you are [AGE, EDUCATION LEVEL, PROFESSION, ETC.]
- Provide context to your problem or situation
- Upload documents/text for reference
- Ask it to provide references
- Use a specific tone
- **Formula:** Task + Action + Goal
- **Formula:** Role + Action + Context + Expectation



The Career Combine



Maybe the Ikigai plansheets were too confusing, or maybe you want something simpler to help you gather career ideas. Then this is the plansheet for you. Use this plansheet to list hard skills (H), soft skills/durable skills (S), and things that interest you in each combination box. Then, use an online tool like ChatGPT to research careers that require the items you listed. Search for something like “What are careers that require teaching, art, and technology.” List the results for each Career Combine in the last row of each table.

The Career Combine Career Options

 Now that you have completed *The Career Combine* activity do some research online to learn about your potential career options and how they compare to each other. Use this information to help you come to a conclusion as to which career is best for you.

Career Combine Combination

Career Title: _____

Education Requirements: _____

Work Experience Requirements: _____

Salary Range: _____ Remote or Hybrid Options: _____

Typical # of hours worked a day/week? Day: _____ Week: _____

Typical Work Days? _____

Work Environment: _____

Is this a career option?	
YES	NO
If Yes, Choice # _____	

Career Combine Combination

Career Title: _____

Education Requirements: _____

Work Experience Requirements: _____

Salary Range: _____ Remote or Hybrid Options: _____

Typical # of hours worked a day/week? Day: _____ Week: _____

Typical Work Days? _____

Work Environment: _____

Is this a career option?	
YES	NO
If Yes, Choice # _____	

Career Combine Combination

Career Title: _____

Education Requirements: _____

Work Experience Requirements: _____

Salary Range: _____ Remote or Hybrid Options: _____

Typical # of hours worked a day/week? Day: _____ Week: _____

Typical Work Days? _____

Work Environment: _____

Is this a career option?	
YES	NO
If Yes, Choice # _____	

The Career Combine Career Options: Pros & Cons



List the pros and cons of each Career Combine career option here.

Career Combination Option #1	
PROS	CONS

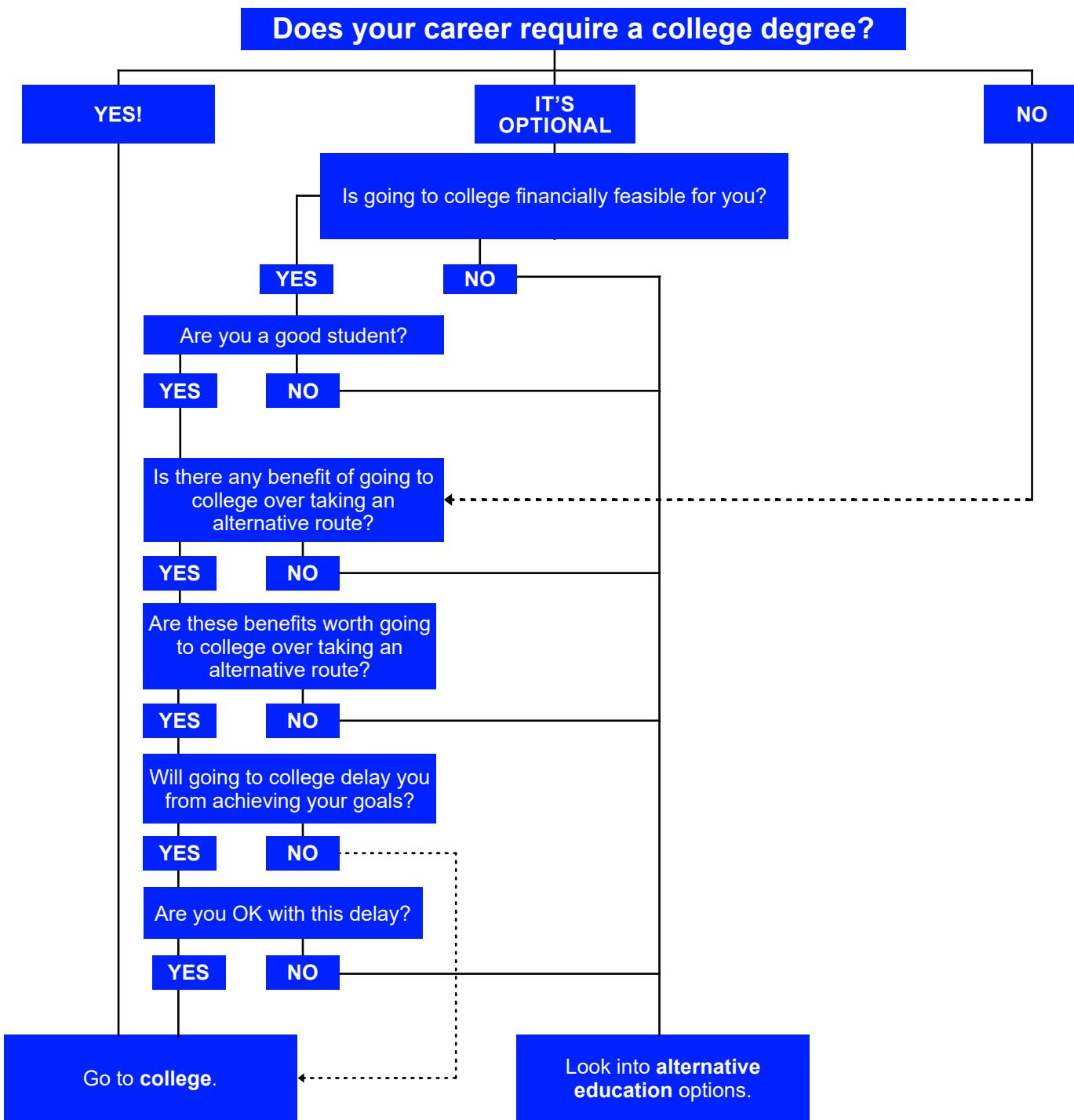
Career Combination Option #2	
PROS	CONS

Career Combination Option #3	
PROS	CONS



Is College For You?

 This flow chart will help you determine if college is right for you. There are a lot of factors outside of those listed on this flow chart that play a part in whether you should go to college or not. Remember that this tool is to help you get an idea of whether you should go to college. It shouldn't be used as the ultimate determining factor. Take into consideration all the things unique to you and your situation when deciding whether you should go to college.



Yes	No
-----	----

Preliminary Decision After following this flow chart, does college seem like your best next step?

Is College For You? The Decision Is Yours



This plansheet has a few more questions to help you determine if college is the best next step. Use this plansheet to consider all the factors and determine whether college is right for you.

Other Questions To Consider	Yes	No
If you aren't a good student, do you have the drive to complete a bachelor's degree?		
Do you like school enough to go for four more years?		
Are you going to college for someone else or because you feel it's expected of you?		

What are other factors that you need to take into consideration?

Taking all things into consideration, is college the best next step for you? Why?

My Career (Career Choice A)

 Now that you have identified a career complete this plansheet to get a more in-depth idea of what this career entails.

Career Title: _____

Why was this the best career for you? _____

Job Description: _____

Top Hard Skills Needed: _____

Top Soft Skills Needed: _____

Unicorn Skills*: _____

Education Requirements: _____

Work Experience Requirements: _____

Salary Range/Hourly Rate: _____

Work Environment: _____

PREVIEW

Career Health (Career Choice A)



Sometimes, we have a career in mind, but by the time we do what it takes to get into that career, like earn a college degree, that career or industry might be on the decline. Use this plansheet to help you gain a better understanding of the health of the career, field, or industry that you plan on entering.

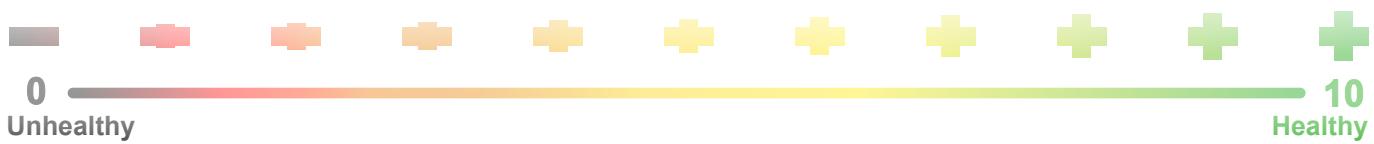
To find out about the outlook and health of your future career start, by using sites like the Occupational Outlook Handbook (www.bls.gov/ooh/) and O*NET (www.onetonline.org/) to research the job/career you are interested in.

	Is this a:	
	Positive	Negative
Career Title: _____		
Projected Growth Percentage: _____		
Number of Jobs: _____		
Employment Change (how many +/- people will be in this job role): _____		
What are the opportunities for this:		
Job: _____		
Field: _____		

Industry: _____

PREVIEW

The career is probably unhealthy. You should look into the risks of each question with a negative result to determine how much of an impact the factors will have on the security and longevity of the career. Even if the overall health of your career is relatively positive, you should look into the risks/negatives to see how they may affect a career, field, or industry. For example, if the job is in danger of being replaced by AI and all other factors for the job are positive, it might not be a career worth pursuing.



Discretionary Income (Career Choice A)

 Use this page to estimate how much discretionary income you will have based on the career that you have chosen.

	Tuition Expense	Cost & Income
B	Tuition Cost (per semester)	
C	Multiply line B by line D and place the total in line E	x
D	# of Estimated Semesters to Complete Degree	
E	Estimated Total Tuition Cost	\$
F	Other College Expenses	Cost & Income
G	Housing (per semester/year)	
H	# of Estimated Semesters or Years Needed For Housing	
I	Multiply line G by line H and place the total in line J	x
J	Estimated Total Housing Cost	\$
K	Books	
L	Computer	
M	Other Technology	
N	Supplies/Equipment	
O	Other College Fees	
P	Other:	
Q	Estimated Total Other College Expenses	\$
R	Add lines E , J , and Q together and place the total in line S	+
S	Estimated Total College Expenses	\$
T	Non-Repayable Financial Aid (Scholarships, Grants, Work-study, etc.)	
U	Non-Repayable Financial Aid (College Savings, 401K, etc.)	
V	Discretionary Income	

PREVIEW

Sacrifices & Grunt Work (Career Choice A)

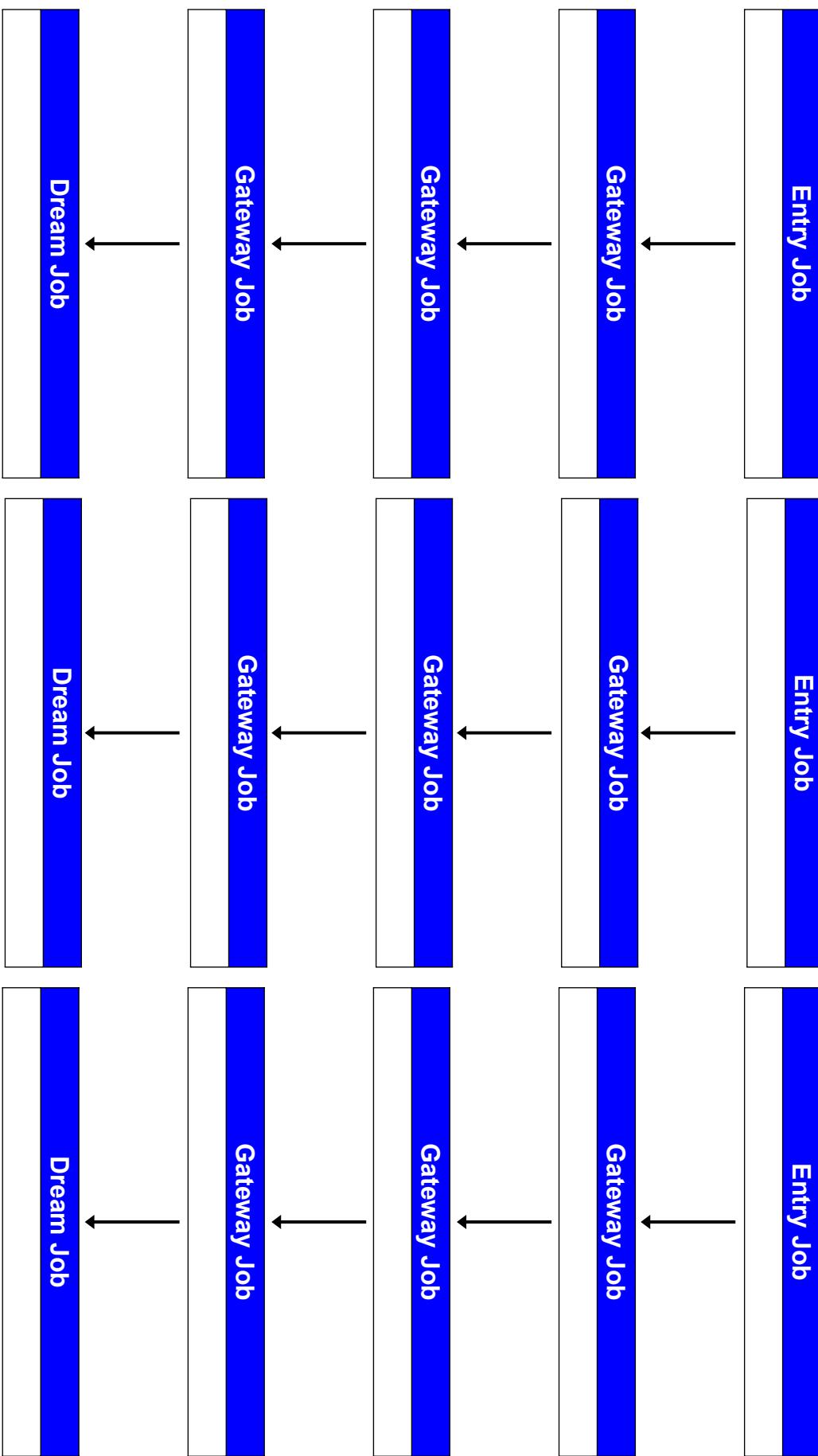


Use this plansheet to list the things you must sacrifice and the difficult or tedious things you will need to grind through to reach your goals. For each sacrifice and grunt task, summarize what you need to do, why you are doing it, and how it will benefit your goals.

Career Path



Moving towards your dream job usually isn't a one-shot deal. You typically have several jobs in between. Use this plansheet to map out the different career paths for a single job, or if you are interested in starting in the same place but want to give yourself some options as to where you end up, you can use this plansheet to map out those options as well. Talk to your career mentor, academic advisor, manager, or someone in your network to figure out what this job path might look like. If you don't have access to any of these individuals, try searching for your dream job title on LinkedIn. Look at the profiles and work histories of individuals who have worked in this role to see what roles they had that led up to the position you are interested in.



Title



Now that you have had a chance to further examine things like discretionary income and the health of your top career choices, which career do you want to pursue?

00

Networking Opportunities

 Networking can happen anywhere, but there are some key places where professional networking takes place. Use this plansheet to list potential events, organizations, and platforms where you can network with other professionals relevant to your career goals.

Conference/Event: _____

Professional Organization: _____

Online Groups: _____

Alumni Networks: _____

Workshops/Webinars: _____

Conference/Event: _____

Professional Organization: _____

Online Groups: _____

Alumni Networks: _____

Workshops/Webinars: _____

Conference/Event: _____

Professional Organization: _____

Online Groups: _____

Alumni Networks: _____

Workshops/Webinars: _____

Conference/Event: _____

Professional Organization: _____

Online Groups: _____

Alumni Networks: _____

Workshops/Webinars: _____

Networking Opportunities



Networking can happen anywhere, but there are some key places where professional networking takes place. Use this plansheet to list potential events, organizations, and platforms where you can network with other professionals relevant to your career goals.

Conference/Event: _____

Professional Organization: _____

Online Groups: _____

Alumni Networks: _____

Workshops/Webinars: _____

Conference/Event: _____

Professional Organization: _____

Online Groups: _____

Alumni Networks: _____

Workshops/Webinars: _____

Conference/Event: _____

Professional Organization: _____

Online Groups: _____

Alumni Networks: _____

Workshops/Webinars: _____

Conference/Event: _____

Professional Organization: _____

Online Groups: _____

Alumni Networks: _____

Workshops/Webinars: _____

Professional Organizations

 List the details of the professional organizations that you are a member of or that you plan on joining in the future. Explain how they play a role in you achieving your goals.

Name: _____

Type: _____

Website: _____

User ID: _____ Membership Start Date: _____

Benefit: _____

Name: _____

Type: _____

Website: _____

User ID: _____ Membership Start Date: _____

Benefit: _____

Name: _____

Type: _____

Website: _____

User ID: _____ Membership Start Date: _____

Benefit: _____

Name: _____

Type: _____

Website: _____

User ID: _____ Membership Start Date: _____

Benefit: _____

My Professional Network



List the vital connections that you have made, want, or need to make during this stage of your journey.

Name: _____

Company: _____

Phone: _____

Email: _____

Social: _____

Purpose of Relationship/Meeting: _____

Social: _____

Result of Relationship/Meeting: _____

Name: _____

Company: _____

Phone: _____

Email: _____

Social: _____

Purpose of Relationship/Meeting: _____

Social: _____

Result of Relationship/Meeting: _____

Notes: _____



GOAL SETTING

**START SETTING
YOUR CAREER GOALS**



Going Up^ - Elevator Pitch



► You have 30 seconds to say it! Use this page to develop your elevator pitch.

First Floor: Introduce yourself!

Second Floor: Explain what you do – grab their attention! _____

Third Floor – Tell them what you want! _____

Fourth Floor – Call to action - stay connected! _____



When developing your elevator pitch, try to avoid talking about your back story. If a potential employer or partner wants to know about it, they will ask, or you can tell them after you've captured their interest.

Education Goals

 Now that you have identified a career that you would like to pursue, let's take a moment to list some of the short-term and long-term education goals needed to make this career happen.

Goal (Short-Term / Long - Term): _____

Start Date: _____ Target Date: _____

Goal (Short-Term / Long - Term): _____

Start Date: _____ Target Date: _____

Goal (Short-Term / Long - Term): _____

Start Date: _____ Target Date: _____

Goal (Short-Term / Long - Term): _____

Start Date: _____ Target Date: _____

Goal (Short-Term / Long - Term): _____

Start Date: _____ Target Date: _____

Goal (Short-Term / Long - Term): _____

Start Date: _____ Target Date: _____

Career Goals



Now that you have identified a career that you would like to pursue, let's take a moment to list some of the short and long-term goals needed to make this career happen.

Goal (Short-Term / Long - Term): _____

Start Date: _____ Target Date: _____

Goal (Short-Term / Long - Term): _____

Start Date: _____ Target Date: _____

Goal (Short-Term / Long - Term): _____

Start Date: _____ Target Date: _____

Goal (Short-Term / Long - Term): _____

Start Date: _____ Target Date: _____

Goal (Short-Term / Long - Term): _____

Start Date: _____ Target Date: _____

Goal (Short-Term / Long - Term): _____

Start Date: _____ Target Date: _____

SMART Goals

 Goal setting is vital in helping you achieve your goals. However, achieving a goal takes not only work but planning as well. Use this plansheet to detail one of your short/long-term career goals by using the SMART Goals tool.

Initial Goal:

Specific: What do you want to achieve? The goal should be simple, clear, and concise.

Measurable: How will you track your goal, and how will you know that you have achieved it?

Achievable: How will you achieve your goal?

Relevant/Realistic: How will this goal benefit you? Can you achieve this goal with the knowledge, skills, and resources that you have?

PREVIEW

SMART Goals



Goal setting is vital in helping you achieve your goals. However, achieving a goal takes not only work but planning as well. Use this plansheet to detail one of your short/long-term career goals by using the SMART Goals tool.

Initial Goal:

Specific: What do you want to achieve? The goal should be simple, clear, and concise.

Measurable: How will you track your goal, and how will you know that you have achieved it?

Achievable: How will you achieve your goal?

Relevant/Realistic: How will this goal benefit you? Can you achieve this goal with the knowledge, skills, and resources that you have?

PREVIEW

Short-Term Goals Action Plan

Use this plansheet to break down your short-term goals into actionable steps. List each task that you need to complete your goals.



Short-Term Goals Action Plan



Use this plansheet to break down your short-term goals into actionable steps. List each task that you need to complete your goals.



CAREER PREP

**PREPARE FOR AN
AWESOME CAREER**

Title



Use this plansheet to write a high-level summary of your career goals.

Notes: _____

Mentor Me



A mentor is a professional development resource that most professionals don't consider. Having a mentor can help you accelerate your career goals. This plansheet provides you with information to help you figure out who the best mentor is and what type of mentorship is best for you.

Benefits of Having A Mentor	Types of Mentorship
They have helped navigate the career path of someone in your job/role	Professional Mentoring
Help build your network	Technical Mentoring
Introduce you to professional opportunities	Team Mentoring
Help you develop your skills and knowledge in your field	Group Mentoring
You gain new perspectives.	Peer Mentoring
You will be challenged to step outside of your comfort zone	Virtual Mentoring
You get unbiased feedback	Reverse Mentoring
Develop communication skills	Cross-functional Mentoring

PREVIEW

My Mentors



Mentorships are a great way to grow as a professional. They allow you to learn from others and expand your network. Use this page to complete the details of your mentorship or to plan what you are looking for in a mentor and mentorship. Listed below are some common types of mentorships.

Academic: A mentorship where you get support and guidance on academic topics.

Career Planning: A mentorship where you get support and guidance on your (potential) career.

Personal Growth & Development: A mentorship where you are supported in your personal growth and development as well as your career.

Technical: A mentorship where you develop your technical skills.

Mentor Name: _____

Mentorship Type: _____

Phone: _____

Email: _____

Purpose: _____

Mentor Name: _____

Mentorship Type: _____

Phone: _____

Email: _____

Purpose: _____

Notes: _____

College Comparison Plansheet



 This plansheet will allow you to compare up to three colleges to see which best suits your needs.

Criteria	College 1	College 2	College 3
Location			
Setting (Urban, Rural, etc.)			
Distance From Home			
National Ranking			
Enrollment (# of Students)			
Acceptance Rate			
Co-Ed? Male-Female Ratio			
Student - Faculty Ratio			
Major Offered?			
Online Degree Program Offered?			
Application Deadline			
Minimum GPA			
Average GPA of Applicants			
% of Applicants Accepted			
ACT/SAT Score Requirements			
Application Fee			
Tuition			
Public / Private			
In-State / Out-of-State			
Financial Aid Offered			
Financial Aid Application Deadline			
Books and supplies			
Required Technology			

PREVIEW

Major Comparison Plansheet



Use this plansheet to compare how the major you are interested in compare at the three colleges you are considering attending.

College Name:		
Major Name:		
Total Number of Major Courses (or Hours):		
Key Relevant Career Courses Offered		
		Credit Hours

College Name:		
Major Name:		
Total Number of Major Courses (or Hours):		
Key Relevant Career Courses Offered		
		Credit Hours

College Name:		
Major Name:		
Total Number of Major Courses (or Hours):		
Key Relevant Career Courses Offered		
		Credit Hours

Which college has the best major/program for you?

Creating an ATS Resume

 Applying for jobs is a job within itself these days. Most job seekers will start their job search online, where they will find and apply for jobs. Finding and applying for jobs online is easy. Getting your resume noticed is where the problem lies for many. This is because your resume is screened by an Applicant Tracking System. More commonly known as an ATS. The following two pages will help you develop a resume that is formatted to maximize your potential of ranking higher within an ATS.

Use a Traditional or Custom Resume Format

This is a resume that is created from scratch and typed word-by-word. Templates give ATSs trouble identifying your information, so you want to stay away from them. Stick to a clean, traditional resume format with clear headings and bullet points. Don't use unusual fonts, graphics, or tables. All these things can confuse the ATS.

Choose the Right Keywords

This is probably the second most important thing to do after using the correct formatting. When typing out your job duties, skills, and experiences, you want to make sure you are using the key terms in the job description for the job you are applying for. Try to use these words as many times as possible to help increase your ranking in the ATS. However, when doing so, you want to make sure that you are using the keywords and terms naturally in your resume and where it makes sense to use them, specifically in your experience and skills sections. Don't include them just to try and get your resume ranked higher for the sake of it. Remember, a real person will ultimately review your resume, and this could be seen as cheating or an unethical practice.

Use Standard Job Titles

Use common job titles for your roles. ATSs will have trouble recognizing non-standard or creative job titles. If you have creative job titles, change them to something more standard for the sake of getting ranked higher in the ATS. This will help the ATS get a more accurate calculation of how much experience you have in a specific role.

Tailor Your Resume for Each Job

This is a time-consuming task that most people don't want to or will not do. You can create a master resume where you list all your qualifications and experiences and copy and paste the relevant experiences into the customized resume. You can also try to word your qualifications and experiences in a way that requires minimum effort when making customizations for different job postings.

Include a Skills Section

Create a dedicated skills section in your resume listing both hard and soft skills relevant to the job. Hard skills are specific skills that are required for the job, such as Microsoft Word or Excel. Soft skills are more general skills, such as communication or teamwork.

PREVIEW



Save Your Resume in a Compatible Format

Save your resume as a Microsoft Word (.docx) or PDF (.pdf). If you can't save it as one of those files, try saving it as a plain text (.txt) file. ATSS start to run into issues reading your resume properly when saved as other file types.

Proofread for Errors

Make sure that your resume is free of spelling and grammatical errors. Some ATSS may penalize resumes with grammar errors. This is also important because if it is pulled for closer review, it will be reviewed by a human.

Test Your Resume

Use an ATS resume scanner like Resume Worded or Jobscan to test your resume against an ATS. Before submitting your resume to a job posting, make any necessary changes and resubmit it in the system you used to test your resume to make sure that you score has improved.

Include a Customized Cover Letter

While an ATS primarily scans resumes, some can and do scan cover letters. If you are asked to submit a cover letter as part of the application process, make sure that you follow the same key formatting rules that you use when formatting your resume and ATS. This includes things like using a traditional format for your cover letter, customizing it for each specific job role, and using keywords and standard job titles throughout the letter. This will result in a higher ATS ranking.

Ultimately, your resume will reach a person, so you want to make sure that you format it so that it is appealing and easy for that person to read or scan over.

Other ATS & ATS Resume Tips

You may or may not have heard people say that they do to increase their rankings in an ATS when applying for jobs. Putting text besides page numbers in headers or footers can put your resume at risk of being read/scanned incorrectly by an ATS. A lot of modern ATSS are capable of extracting information from headers and footers. Still, there are some older or less sophisticated ATSS out there that may have difficulty doing this. I would suggest leaving the headers and footers free of any information, including page numbers, since the number of pages isn't important to an ATS and could potentially cause more harm than help since you won't know the level of sophistication of the ATS.

Don't Use White or Non-Visible Text

Avoid the trick of "hiding" text/keywords in white text to try and achieve a better ranking in an ATS. Doing this can cause your resume to be rejected by the system. Many ATSS are designed to identify text in white and other non-visible colors. This is often considered a tactic to manipulate the ATS and can be seen as unethical.

The Standard Resume Sections

PREVIEW



The Ultimate Career Planbook: Career Discovery

Behavioral Interview Question: _____

S	
Situation	
T	
Task	
A	
Action	
R	
Result	



Behavioral Interview Question: _____

S	
Situation	
T	
Task	
A	
Action	
R	
Result	

T.H.I.N.K.

 If you are not sure if what you are about to post will be harmful to you, your brand, or your company, use the T.H.I.N.K. acronym to help you determine whether or not it's something you should post.

T	Is it true? Are you sure that the information that you are about to share is accurate and true? If you aren't, don't post it. Check credible sources to confirm that the information is true.
H	Is it helpful? Will what you post be helpful to your audience or you?
I	Is it inspiring? Will your post cause a strong positive emotion or a need to take positive action? Not all of your posts will need to be inspiring. It will depend on your brand and the message that you are trying to convey.
N	Is it necessary? Does your audience need to know what you are about to post? Is the information important? Is it helping to build your brand?

PREVIEW

Google Yourself - Red Flag



This plansheet is designed to help you identify and request the removal of negative things about yourself online. Start by searching your full name and other unique information about yourself, such as the cities and states that you've lived in, companies you've worked for, and your educational background. You can also do similar searches about yourself on social media sites.

Red Flag: _____

URL: _____

Contact (Info): _____

Issue Resolved? Yes / No Resolution Date: _____

Resolution Details: _____

Red Flag: _____

URL: _____

Contact (Info): _____

Issue Resolved? Yes / No Resolution Date: _____

Resolution Details: _____

Red Flag: _____

URL: _____

Contact (Info): _____

Issue Resolved? Yes / No Resolution Date: _____

Resolution Details: _____

Notes: _____

LinkedIn Profile Checklist

 A completed LinkedIn profile is important because it showcases your skills, experience, and career goals. It can also help you find job opportunities and auto-complete online applications. Here is a checklist to help you effectively create an engaging profile.

Profile Picture

- For your LinkedIn profile picture, you should use a “professional-looking” picture. You don’t have to have a professional photographer take a picture of you; it just needs to look like one did. Use a high-resolution image, look happy, make sure it looks like you (and not 10 years ago), your face should take up most of the space, dress appropriately, and lastly, there shouldn’t be anyone else in the picture.
- This is also a great way to showcase your brand. Use things like colors, clothing styles, etc. to help promote your brand.

Banner Image

- This image should represent your brand, industry, skills or knowledge, or career interests.
- Your image should be sized and positioned correctly so that it shows the intended item or information. (As of 8/2024, the recommended banner size is 1584 x 396).
- You should also use a high-resolution image for your banner image.

Personal & Contact Info

- Make sure you include essential personal information, including your real name, career title, the area you live in, phone number, email address, and any relevant websites such as a portfolio.

Verification

- With catfishing and other forms of identity theft prevalent in our digital world, verifying your account is an option you should consider. These are some of the ways that you can verify your identity on LinkedIn: by linking your CLEAR account, uploading a government ID, workplace email verification, or with an educational email.

Headline

- Use this section to tell what makes you unique, what you currently do, your professional identity, or expertise.
 - Ex. Aspiring Cybersecurity Engineer | Passionate About AI-Driven Attacks | Recent Security Engineer Graduate
 - Ex. Graphic Design Student | Print Designer Enthusiast | Seeking Internship Opportunities
 - Ex. Horticulture Graduate | Aquatic Gardening Enthusiast | Seeking Opportunities In Aquatic Botany

About Section

Use this section to tell your LinkedIn profile visitors about you. You can include your education, work experience, and any other relevant information that you want to share.

PREVIEW



Education

- List your degrees, majors, minors, the name of the learning institution, and study abroad programs.

Volunteer

- List any volunteer activities that you were a part of. Make sure that you include your role, the cause, and how you contributed to the organization.

Skills & Endorsements

- List any skills that you have that are relevant to your career and career goals.
- Ask classmates, professors, and colleagues to endorse your skills. If there are specific skills that you want to highlight, try asking them to endorse those skills specifically.
- Make sure that your skills are ordered with the most relevant/important at the top of your skills list and the least relevant at the bottom. This will most likely require you to go in and manually reorder them.

Recommendations

- For your recommendations, you want to prioritize asking individuals in a professional capacity to write these for you. Some people to consider asking are your supervisors, professors, or work colleagues.
- If you don't have access to these people, ask classmates you have worked with on class projects to write a recommendation for you.

Projects

- Include any major projects that you have worked on. Explain how you used your skills and expertise while working on the project. Include a link to the project if possible - even if it's just a video of the project.

Courses

- Here, you want to list any career-related courses. Talk about the career-related hard and soft skills and the knowledge you gained from these courses. Include in your summary any relevant projects you worked on and how you contributed.

Publications and Media

- List any articles, chapters, books, or other written content you have published. This doesn't necessarily have to be in major publications. If you have been published in local media or in some of your college's publications, you can also list those items here.

Licenses & Certifications

- If you have any relevant certifications or licenses, make sure that you list them. This can help give you an advantage over others when recruiters look over profiles for potential candidates to contact.

Honors & Awards

• List any awards, scholarships, or honors you have received. This can be anything from academic to extracurricular.

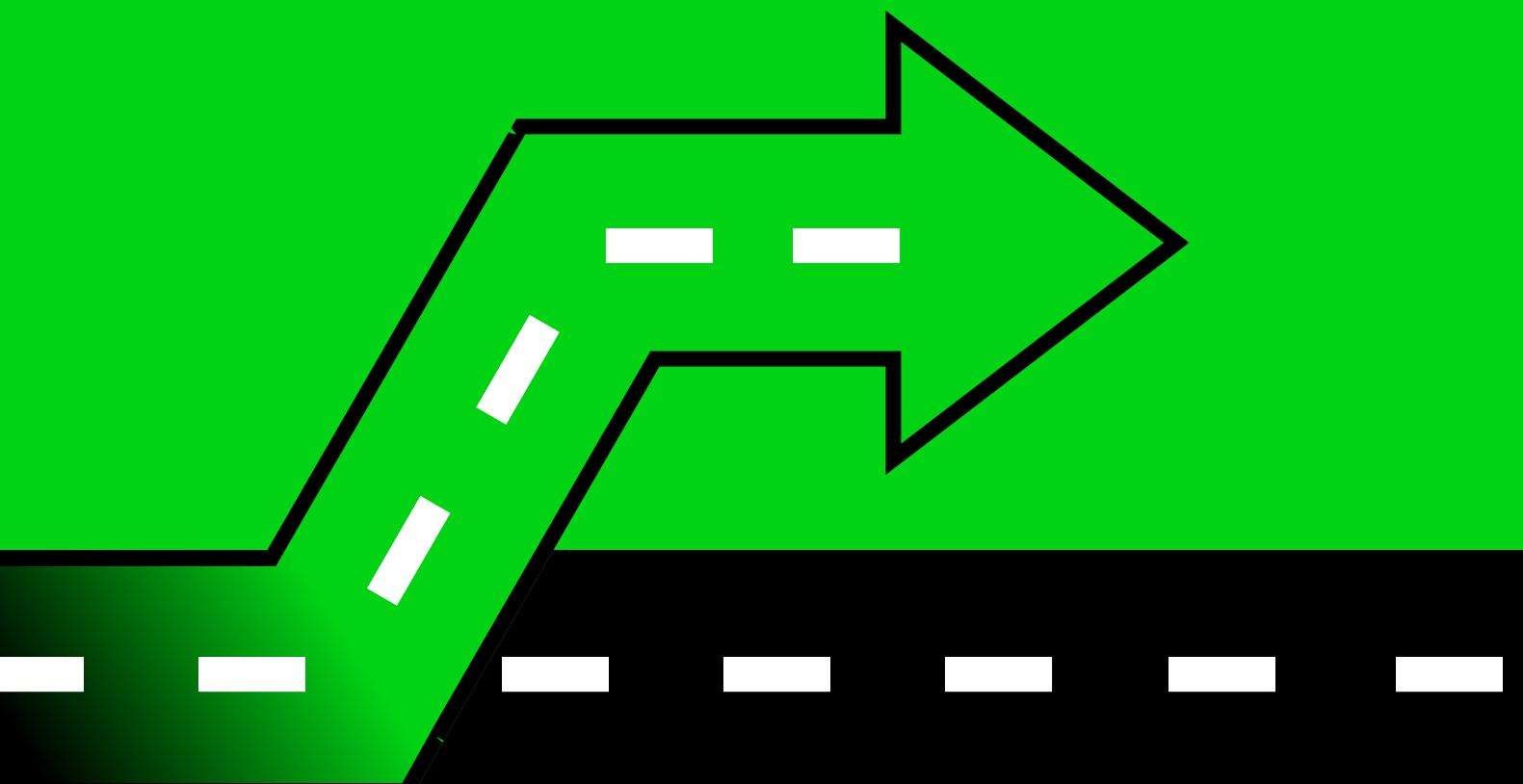
Skills

PREVIEW



CTRL
+
ALT
+
ENTER

**TAKE CONTROL OF YOUR ENTRY INTO
AN ALTERNATIVE CAREER PATH**

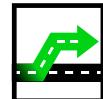


Title



Your journey doesn't include college, but there are some helpful plansheets in the college and high school section of this book. Below is a list of plansheets that can help you along your alternative education journey.

These pages are indicated by the following icon found on the right corner of the title bar:



HIGH SCHOOL		76
CTE Program		104
My CTE Classes		103
College Interest List		122, 123
College Comparison Plansheet		124
Major Comparison Plansheet		125
Learning Institute Profile		126, 127
College Application Checklist		130
Dorm/Apt Move-In Checklist		131
Scholarship List		132, 133
Student Loan List		134, 135
Grants & Other Financial Aid		136, 137

CTRL + ALT + ENTER



You've decided that college isn't the best option for you. Alternative career paths aren't always as straightforward as following a college curriculum. Use this plansheet to map out the big picture of how you plan to achieve your career goals without a college degree.

What career have you chosen to pursue?

What are the education requirements for this career? _____

How will you fund your education? _____

What are the necessary skills that you need for your career?

Skills Proficiency Level Legend

Novice (N): No experience or knowledge

Novice (N): No experience or knowledge

Intermediate (I): Moderate experience and knowledge **Advanced (A): Advanced experience and knowledge**

Purpose:

Reskill



Reskilling is when someone learns an entirely new and different skill set. Use this plansheet to identify and plan how you will learn new skills.

What new skill do you need to learn? _____

What level do you want/need to be at with this skill? _____

Where will you learn this skill? _____

What is the cost of learning this skill? _____

What is the time commitment to learn this skill? _____

When do you want or need to have learned this new skill? _____

What are the benefits of learning this skill? _____

What new skill do you need to learn? _____

What level do you want/need to be at with this skill? _____

Where will you learn this skill? _____

What is the cost of learning this skill? _____

What is the time commitment to learn this skill? _____

When do you want or need to have learned this new skill? _____

What are the benefits of learning this skill? _____

What new skill do you need to learn? _____

What level do you want/need to be at with this skill? _____

Where will you learn this skill? _____

What is the cost of learning this skill? _____

What is the time commitment to learn this skill? _____

When do you want or need to have learned this new skill? _____

What are the benefits of learning this skill? _____

Conferences – Seminars - Workshops List



 List any conferences and seminars that you have attended or plan on attending that will help you obtain the knowledge needed to achieve your career goals.

Name: _____

Type: _____

Website: _____

Start Date: _____ End Date: _____

Cost: _____ Funding Source: _____

Benefit: _____

Name: _____

Type: _____

Website: _____

Start Date: _____ End Date: _____

Cost: _____ Funding Source: _____

Benefit: _____

Name: _____

Type: _____

Website: _____

Start Date: _____ End Date: _____

Cost: _____ Funding Source: _____

Benefit: _____

Name: _____

Type: _____

Website: _____

Start Date: _____ End Date: _____

Cost: _____ Funding Source: _____

Benefit: _____

Certifications & Certificates List



Keep track of the certifications and certificates that you have or need and how they benefit your career goals.

Awarded By: _____

Name: _____

Certification or Certificate: _____

Date Awarded: _____ Expiration Date: _____

Benefit: _____

Awarded By: _____

Name: _____

Certification or Certificate: _____

Date Awarded: _____ Expiration Date: _____

Benefit: _____

Awarded By: _____

Name: _____

Certification or Certificate: _____

Date Awarded: _____ Expiration Date: _____

Benefit: _____

Awarded By: _____

Name: _____

Certification or Certificate: _____

Date Awarded: _____ Expiration Date: _____

Benefit: _____

Awarded By: _____

Name: _____

Certification or Certificate: _____

Date Awarded: _____ Expiration Date: _____

Benefit: _____



The Ultimate Career Planbook: From College to Careers

COLLEGE CTRL

BE IN **CONTROL** OF YOUR
COLLEGE JOURNEY.

Title



What are your overall goals for your college career? Give a high-level summary of how these goals play a part in your achieving your career goals.

What is your overall GPA goal?

How will your overall GPA goal tie into your education and career goals?

College Application Checklist

 Here is a checklist to help you make sure that you have completed the basic requirements when applying to colleges. It is important to note that this is a general checklist that covers the basics of applying to a college. Be sure to check with each college that you are applying to, to make sure that you complete all the requirements for their admission process.

College Name	>					
Complete and submit application(s).						
Pay the application fee.						
Request to have your high school (or other college) transcript sent.						
Send all required test scores to each college.						
Complete the FAFSA application and submit it to the college you are interested in attending.						
Apply for any other financial aid that may be needed.						
Write essay.						
Have your essay proofread.						
Revise essay.						
Submit essay.						
Request letters of recommendation.						
Send thank you notes/emails to letter of recommendation writers.						
Schedule an admissions interview if applicable.						

PREVIEW

Scholarship List

 Keep track of the scholarships that you have applied for, been awarded, or are interested in applying for.

Name: _____

Deadline: _____ Amount: _____

Contact Name: _____

Contact Email/Number: _____

Website: _____

Applied: Yes/No Date Applied: _____ Awarded: Yes/No

Name: _____

Deadline: _____ Amount: _____

Contact Name: _____

Contact Email/Number: _____

Website: _____

Applied: Yes/No Date Applied: _____ Awarded: Yes/No

Name: _____

Deadline: _____ Amount: _____

Contact Name: _____

Contact Email/Number: _____

Website: _____

Applied: Yes/No Date Applied: _____ Awarded: Yes/No

Name: _____

PREVIEW

Year College Plan



Use this plansheet to plan your college class schedule.

Course Title	Time	Course Code	Days	Grade	Credits
Year:	Semester:			GPA:	

Course Title	Time	Course Code	Days	Grade	Credits
Year:	Semester:			GPA:	

Course Title	Time	Course Code	Days	Grade	Credits
Year:	Semester:			GPA:	

Notes: _____

Year College Plan

 Use this plansheet to plan your college class schedule.

Course Title	Time	Course Code	Days	Grade	Credits
Year:	Semester:			GPA:	

Course Title	Time	Course Code	Days	Grade	Credits
Year:	Semester:			GPA:	

Course Title	Time	Course Code	Days	Grade	Credits
Year:	Semester:			GPA:	

Notes: _____

College AI Prompts

 Here are some AI prompts that will help you decide which college and major is right for you.

Academic

What colleges have the best programs for [NAME OF MAJOR]?

Academic

Compare the curriculum for [NAME OF MAJOR] at [NAME OF COLLEGE A] vs. [NAME OF COLLEGE B].

Academic

Which colleges offer unique opportunities, like study abroad or research, for students majoring in [NAME OF MAJOR]?

Campus Life & Culture

What is student life like at [NAME OF COLLEGE]?

Campus Life & Culture

What colleges have student organizations related to [LIST YOUR INTERESTS]?

Campus Life & Culture

What are the demographics for [NAME OF COLLEGE]?

Financial

What is the total cost for attending [NAME OF COLLEGE] as an [IN-STATE/OUT OF STATE] [UNDERGRADUATE/GRADUATE] student living [ON-CAMPUS/OFF-CAMPUS] for [SCHOOL YEAR]?

Financial

How can I calculate the return on investment (ROI) for a degree from [NAME OF COLLEGE]?

Financial

What are the financial aid options for students majoring in [NAME OF MAJOR] at [NAME OF COLLEGE]?

Financial (Grad School)

What are the financial aid options for graduate students at [NAME OF COLLEGE]?

Location

What colleges are within [NUMBER OF MILES/NUMBER OF HOURS] of [NAME HOME TOWN/CITY]?

Location

What is it like to live in [NAME OF CITY]?

PREVIEW



This page was intentionally left blank. Use it to take notes, brainstorm, doodle, or however you see fit.

PREVIEW

Interdisciplinary Studies - Focus Areas

 Take some time to figure out what areas you want to focus on with your interdisciplinary studies. Then, detail how they will play a role in your career goals.

Area of focus: _____

How does this area of focus relate to or benefit your career goals?

Area of focus: _____

How does this area of focus relate to or benefit your career goals?

Area of focus: _____

How does this area of focus relate to or benefit your career goals?

Notes: _____

Marketable Courses



Think about courses that you have taken or plan on taking and how they relate to your career goals as an employee or entrepreneur. How can you use these courses to sell your skills, knowledge, and experiences to future employers or clients?

Course title: _____ Semester: _____

How can you use this course to sell your skills, knowledge, and experiences to future employers or clients?

Course title: _____ Semester: _____

How can you use this course to sell your skills, knowledge, and experiences to future employers or clients?

Course title: _____ Semester: _____

How can you use this course to sell your skills, knowledge, and experiences to future employers or clients?

Course title: _____ Semester: _____

How can you use this course to sell your skills, knowledge, and experiences to future employers or clients?



GRAD SCHOOL

OKAY, THIS IS MY LAST **DEGREE**



Is Grad School the Right Choice?



Getting a Master's and, even more importantly, a doctorate isn't always the golden ticket to a prosperous and fulfilling career. In most cases, people pursuing a doctorate pursue careers in academia, medicine, law, or research. If you plan on entering corporate America, make sure that you research how necessary these degrees are. It could be that they aren't. Use this plansheet to help you determine if obtaining a master's or doctorate aligns with your career and educational goals.

Is this a personal accomplishment, a career-related accomplishment, or both?

Do you want to spend your career as a researcher or apply the knowledge in corporate settings?

Does the industry that I want to work in favor graduate degrees or work experience?

Is there or will there be a need for the area that I will specialize in?

Will I likely be looked at as overqualified?

What is the percentage of professionals in the role/field that I want a career in with a master's/doctorate?

Is pursuing a graduate degree worth the financial investments?

Is pursuing a graduate degree worth the time commitment?

Will pursuing a graduate degree, specifically a doctorate, negatively affect my work-life balance?

How will this affect my career flexibility and mobility?

PREVIEW

Grad School Goals - Overview

 What are your overall goals for your grad school? Give a high-level summary of how these goals play a part in your career goals.

What is your overall GPA goal?

How will your overall GPA goal tie into your education and career goals?



“Trust the process” is something that you will hear time and time again while working on a doctorate. But it’s hard to trust a process when you don’t know what the process is. This plansheet will help eliminate some of that confusion. The table below is a sample timeline with suggestions on when to start working on certain aspects of your doctorate.

“Trust The Process” - Dissertation Timeline (Sample)

“Trust Your Process” - Dissertation Timeline



Use this plansheet to map out a timeline for when you want to start and complete coursework, dissertation chapters, and other key aspects for completing your doctorate.



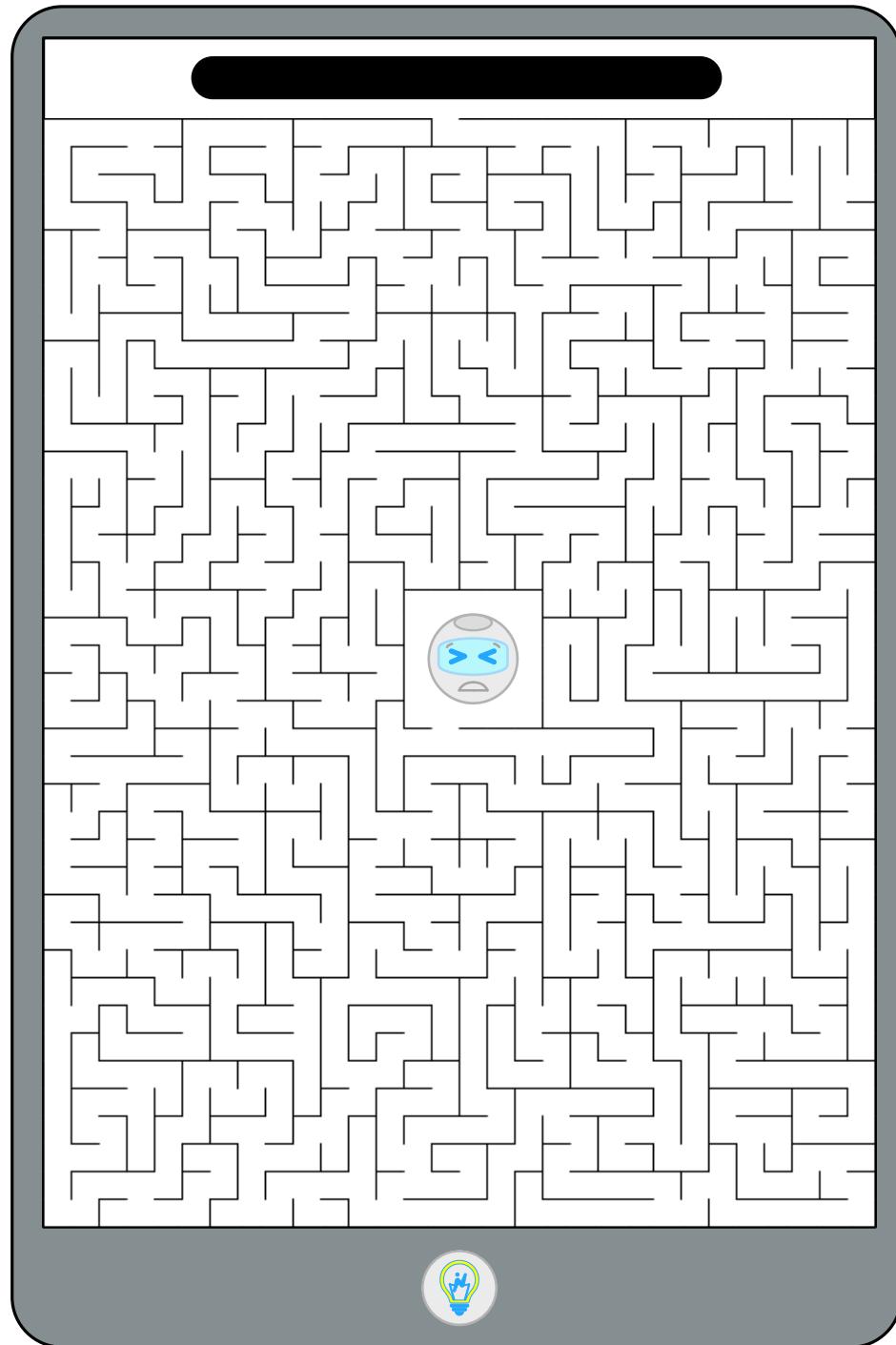
PLAYBACK

FUN & GAMES

The Dead End Job



ORBI is stuck in a dead-end job and needs help getting out. It's up to you to guide him down a new career path to reach his dream job!



**“Keep your
dreams in sight!”**

THE ULTIMATE CAREER PLANBOOK

CAREER DISCOVERY



Copyright © 2024 Carlos S. Ewing

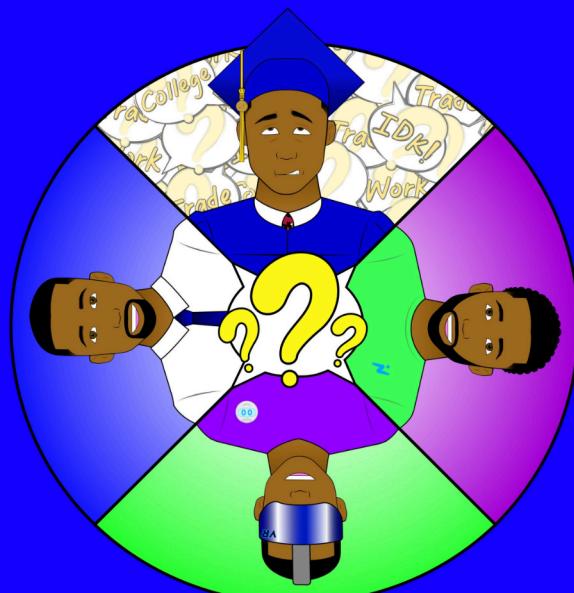
All rights reserved.

ISBN: N/A



THE **STRUGGLE** IS REAL

FROM
HIGH SCHOOL →
TO CAREERS



DR. LOSO

The guidebook *The Struggle Is Real: From High School to Careers* is
Available on Amazon and Barnes & Noble.



Contents

INTRODUCTION	6
Section Summary	7
Icon Legend	7
HOW TO USE THIS PLANBOOK	8
Creating Your Plan 	9
CAREER DISCOVERY	10
Types of Motivators	11
What Motivates You?	12
What Really Motivates You?	13
A Few of Your Favorite Things	14, 15
Likes & Loves	16, 17
Are You Interested or Not?	18, 19
Current Skills	20
Desired Skills	21
Success	22
Your Dream Job	23, 24
Online Career Planning Resources	25
My Work Conditions	26
Dislikes & Non-Negotiables	27
Dislikes & Non-Negotiables - Custom	28
Types of Employees	30, 31
My Core Values	32
Careers, Fields, & Industries	33-37
Career Options Comparison	38
Career Options: Pros & Cons	39
My Career Ikigai: Instructions	40
My Career Ikigai	41
My Career Ikigai - Example	42
My Career Ikigai - Visual	43
My Career Ikigai Career Options	44
My Career Ikigai Career Options: Pros & Cons	45
Career Discovery AI Prompts 	46
The Career Combine	47
The Career Combine Career Options	48
The Career Combine Career Options: Pros & Cons	49
Is College For You?	50
Is College For You? The Decision Is Yours	51
Career Choice A	52
Career Choice B	53
My Career (Career Choice A)	54
Career Health(Career Choice A)	55
Discretionary Income (Career Choice A)	56
Sacrifices & Grunt Work (Career Choice A)	57
My Career (Career Choice B)	58
Career Health(Career Choice B)	59
Discretionary Income (Career Choice B)	60
Sacrifices & Grunt Work (Career Choice B)	61
Career Path	62
My Career Choice - The Journey Starts Here	63
My Legacy	64
Career Goals	65
Networking Opportunities	66, 67
Professional Organizations	68
My Professional Network	69-71
Comebacks > Setbacks	72, 73

The Ultimate Career Planbook: Career Discovery



GOAL SETTING		74
Going Up^ - Elevator Pitch		75
Education Goals		76
Career Goals		77
SMART Goals		78-89
Short-Term Goals Action Plan		90, 91
Short-Term Goals Potential Obstacles & Solutions		92
Short-Term Goals Progress Tracker		93
Long-Term Goals Milestones		94, 95
Long-Term Goals Milestones Action Steps		96, 97
Long-Term Goals Resource Planning		98
Long Term Goals Progress Tracker		99
CAREER PREP		100
Career Prep Goals - Overview		101
Mentor Me		102
My Mentors		103
Study AI Prompts		104, 105
College Comparison Plansheet 		106
Major Comparison Plansheet 		107
College Interest List 		108, 109
Learning Institute Profile 		110, 111
College Application Checklist 		112
Dorm/Apt Move-In Checklist 		113
Creating an ATS Resume		114, 115
How ATSSs Work		116
Traditional Resume vs Graphic Resume		117
Traditional Resume Example		118
Graphic Resume Example		119
Cover Letter Tips		120
Resume AI Prompts 		121
Career AI Prompts 		122
General Interview Questions		124
Career Specific Interview Questions		125
You're a Star - The STAR Method		126-129
T.H.I.N.K		130
Google Yourself - Red Flag		131
Skills Needed 		132
Durable Skills 		133
Online Learning Resources 		134
Boot Camp List 		135
Conferences - Seminars - Workshops List 		136
Certifications & Certificates List 		137
Badges & Micro-credentials 		138, 139
Apprenticeships 		140
Licenses 		141
Brand Builder 		142, 143
Professional Brand Builder - Visual Identity 		144
Professional Brand Builder - Logo Design 		145
The Meaning of Colors		146
Starting A Business		147
Legal Entities		148
Entrepreneur AI Prompts		149
PLAYBACK		150
The Dead End Job		151
Word Search		152
My Online Buddi		153
Dr. Loso's New Look		154
I AM My Own Creation		155
My Master Plan		156, 157
Career Insights 501 Online Info		158



The Ultimate Career Planbook: From College to Careers

THE ULTIMATE CAREER PLANBOOK FROM COLLEGE TO CAREERS

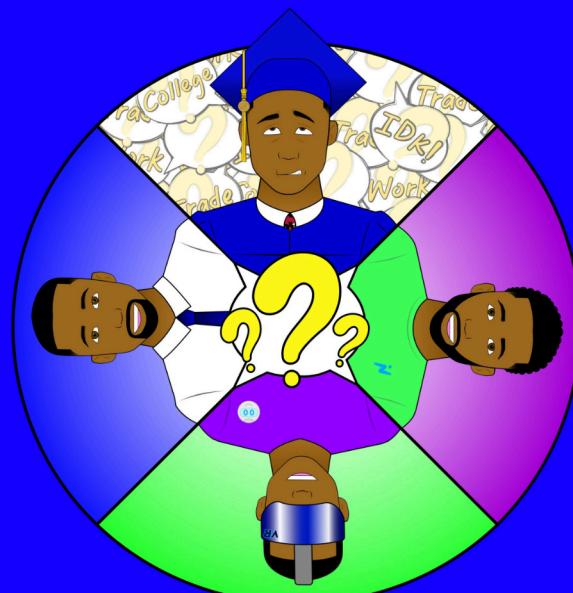
Copyright © 2024 Carlos S. Ewing

All rights reserved.

ISBN: N/A



THE STRUGGLE IS REAL FROM HIGH SCHOOL TO CAREERS



DR. LOSO

The guidebook *The Struggle Is Real: From High School to Careers* is
Available on Amazon and Barnes & Noble.



Contents

INTRODUCTION		10
Section Summary		11
Icon Legend		11
HOW TO USE THIS PLANBOOK		12
Creating Your Plan 		13
CAREER DISCOVERY		14
Types of Motivators		15
What Motivates You?		16
What Really Motivates You?		17
A Few of Your Favorite Things		18, 19
Likes & Loves		20, 21
Are You Interested or Not?		22, 23
Current Skills		24
Desired Skills		25
Success		26
Your Dream Job		27, 28
Online Career Planning Resources		29
My Work Conditions		30
Dislikes & Non-Negotiables		31
Dislikes & Non-Negotiables - Custom		32
Types of Employees		34, 35
My Core Values		36
Careers, Fields, & Industries		38-41
Career Options Comparison		42
Career Options: Pros & Cons		43
My Career Ikigai: Instructions		44
My Career Ikigai		45
My Career Ikigai - Example		46
My Career Ikigai - Visual		47
My Career Ikigai Career Options		48
My Career Ikigai Career Options: Pros & Cons		49
Career Discovery AI Prompts 		50
The Career Combine		51
The Career Combine Career Options		52
The Career Combine Career Options: Pros & Cons		53
Career Choice A		54
Career Choice B		55
My Career (Career Choice A)		56
Career Health(Career Choice A)		57
Discretionary Income (Career Choice A)		58
Sacrifices & Grunt Work (Career Choice A)		59
My Career (Career Choice B)		60
Career Health(Career Choice B)		61
Discretionary Income (Career Choice B)		62
Sacrifices & Grunt Work (Career Choice B)		63
Career Path		64
My Career Choice - The Journey Starts Here		65
My Legacy		66
Career Goals		67



Contents

Networking Opportunities	68, 69
Professional Organizations	70
My Professional Network	71-73
Comebacks > Setbacks	74, 75
COLLEGE CTRL	76
College Goals - Overview	77
Education Goals	78
Career Goals	79
SMART Goals	80-87
Short-Term Goals Action Plan	88, 89
Short-Term Goals Potential Obstacles & Solutions	90
Short-Term Goals Progress Tracker	91
Long-Term Goals Milestones	92, 93
Long-Term Goals Milestones Action Steps	94, 95
Long-Term Goals Resource Planning	96
Long Term Goals Progress Tracker	97
Mentor Me	98
My College Mentors	99
Study AI Prompts 	100, 101
College AI Prompts 	102
College Interest List	104, 105
College Comparison Plansheet	106
Major Comparison Plansheet	107
College A	108
College B	109
Learning Institute Profile	110
Dorm/Apt Move-In Checklist	111
College Application Checklist	112
Scholarship List	113-115
Student Loan List	116, 117
Grants & Other Financial Aid	118, 119
Everyday Is A Journey	120
__ Year College Plan	121-125
Study Planner	126-131
Extracurricular Activities List (College)	132, 133
Priority Setter	134
Priority Setter - Current Priorities	135
Priority Setter - New Priorities	136
Prioritization & Deprioritization Action Plan	137
Internship Comparison Chart	138
Internships	139
Study Abroad Program Comparison Chart	140
Study Abroad	141
Study Abroad Checklist	142, 143
Interdisciplinary Studies - Focus Areas	144
Marketable Courses	145-147
Insufficient Education	148, 149
Networking Opportunities	150, 151



Contents

Professional Organizations	152
My Professional Network	153-155
Comebacks > Setbacks	156, 157
CAREER PREP 158	
Career Prep Goals - Overview	159
Career Prep Career Goals	160
Career Prep Education Goals	161
SMART Goals	162-171
Short-Term Goals Action Plan	172, 173
Short-Term Goals Potential Obstacles & Solutions	174
Short-Term Goals Progress Tracker	173
Long-Term Goals Milestones	176, 175
Long-Term Goals Milestones Action Steps	176, 179
Long-Term Goals Resource Planning	180
Long Term Goals Progress Tracker	181
Mentor Me	182
My Career Mentors	183
Creating an ATS Resume	184, 185
How ATSSs Work	186
Traditional Resume vs Graphic Resume	187
XP Points	188-191
Traditional Resume Example	192
Graphic Resume Example	193
Cover Letter Tips	194
Resume AI Prompts 00	195
Career AI Prompts 00	196
General Interview Questions	198
Career Specific Interview Questions	199
You're a Star - The STAR Method	200-203
T.H.I.N.K.	204
Google Yourself - Red Flag	205
LinkedIn Profile Checklist	206, 207
LinkedIn Profile Checklist - Visual	208, 209
Job Offer Comparison Chart	210, 211
Goals & Objectives Comparison	212
Salary Comparison Chart	213
Benefits & Perks Comparison Charts	214, 215
City Comparison - 2 City	216
City Comparison - 3 City	217
Skills Needed	218
Durable Skills	219, 220
Is It Really Me?	221, 222
Networking Opportunities	224, 225
Professional Organizations	226-228
My Professional Network	229
Comebacks > Setbacks	230, 231
CAREER CRAFTING 232	
Going Up^ - Elevator Pitch	233
Career Goals	234



Contents

Education Goals	235
SMART Goals	236-243
Short-Term Goals Action Plan	244, 245
Short-Term Goals Potential Obstacles & Solutions	246
Short-Term Goals Progress Tracker	247
Long-Term Goals Milestones	248, 249
Long-Term Goals Milestones Action Steps	250, 251
Long-Term Goals Resource Planning	252
Long Term Goals Progress Tracker	253
Professional Development	254, 255
Am I Getting Paid Enough?	256
Should I Stay or Should I Go?	257
Priority Setter	258
Priority Setter - Current Priorities	259
Priority Setter - New Priorities	260
Prioritization & Deprioritization Action Plan	261
My Self-Care Plan	262, 263
Moving On Up! - New Role Readiness Questionnaire	264, 265
Retirement & Investments	266
Career Mentors	267
Networking Opportunities	268, 269
Professional Organizations	270-272
My Professional Network	273
Comebacks > Setbacks	274, 275
I'M A HUSSLA' 276	
Entrepreneurial Goals - Overview	277
Entrepreneurial Goals	278, 279
SMART Goals	280-287
Short-Term Goals Action Plan	288, 289
Short-Term Goals Potential Obstacles & Solutions	290
Short-Term Goals Progress Tracker	291
Long-Term Goals Milestones	292, 293
Long-Term Goals Milestones Action Steps	294, 295
Long-Term Goals Resource Planning	296
Long Term Goals Progress Tracker	297
Mentor Me	298
My Entrepreneur Mentors	299
Starting A Business	300
Legal Entities	301
Intellectual Property (IP) Protections	302
Your Business Profile	303-305
Entrepreneur Checklist	306
Business Plan Sections	307
Business Formulas	308
Consulting Invoice Template	309
A Seat at the Table	310
My Organizational Chart	311
Brand Builder	312, 313



Contents

Entrepreneur AI Prompts	314
The Meaning of Colors	315
Professional Brand Builder - Visual Identity	316
Professional Brand Builder - Logo Design	317
SWOT Analysis - Branding	318, 319
Marketing Plan	320
Marketing Plan - Vision Board	321
Audience Builder	322
Under My Influence	323
Post Schedule	324
Social Media Topics	325
Post Planner	326-329
Business Expenses	330
Intellectual Property (IP) List	331
Asset Tracker	332, 333
Networking Opportunities	334, 335
Professional Organizations	336-338
My Professional Network	339
Comebacks > Setbacks	340, 341
GRAD SCHOOL	342
Is Grad School the Right Choice?	344
Grad School Goals - Overview	345
Education Goals	346
Career Goals	347
SMART Goals	348-355
Short-Term Goals Action Plan	356, 357
Short-Term Goals Potential Obstacles & Solutions	358
Short-Term Goals Progress Tracker	359
Long-Term Goals Milestones	360, 361
Long-Term Goals Milestones Action Steps	362, 363
Long-Term Goals Resource Planning	364
Long Term Goals Progress Tracker	365
Mentor Me	366
My Grad School Mentors	367
Grad School AI Prompts	368, 369
College Interest List	370, 371
College Comparison Plansheet	372
Major Comparison Plansheet	373
College A	374
College B	375
Learning Institute Profile	376
Dorm/Apt Move-In Checklist	377
College Application Checklist - Grad School	378
Scholarship List	379-381
Student Loan List	382, 383
Grants & Other Financial Aid	384, 385
Grad School Scheduler	386-390
Study Planner	391-396



Contents

Dissertation Basics	397
“Trust The Process” - Dissertation Timeline (Sample)	398
“Trust The Process” - Dissertation Timeline	399
Dissertation Resources	400
Dissertation Dossier	401
Dissertation Dossier - Statement of the Problem	402
Dissertation Dossier - Purpose & Significance	403
Dissertation Dossier - Limitations & Delimitations	404
Dissertation Dossier - Committee Members	405
My Publications	406, 407
Networking Opportunities	408, 409
Professional Organizations	410
My Professional Network	411-414
Comebacks > Setbacks	416, 417
PLAYBACK	418
The Dead End Job	419
Word Search	420
My Online Buddi	421
Dr. Loso’s New Look	422
I AM My Own Creation	423
My Master Plan	424, 425
Career Insights 501 Online Info	428
BLANK PAGES	
	37, 103, 197, 223, 415, 426, 427