

**Action Plan Template – Example (this is just an example, feel free to use another format or action plan that is more suited towards your career goals)**

| <b>Step Number</b>                                       | <b>Actions/Justifications</b>                                                                                                                     | <b>Timeline</b> | <b>Date completed</b> |
|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------|
| 1. Online brand audit                                    | Go to social media accounts and do an internet search of name to see what my personal brand is currently like                                     | 1 hours         | 14/2/2019             |
| 2. Check privacy settings on all social media accounts   | Go to each individual social media account and ensure privacy settings prevent any inappropriate materials from being seen by potential employers | 1 hour          | 14/2/2019             |
| 3. Create/Edit LinkedIn Account                          | Sign up with LinkedIn account                                                                                                                     | 1 hour          | 15/2/2019             |
|                                                          | Add details of previous employment                                                                                                                | 2 hours         | 15/2/2019             |
|                                                          | Add details of previous studies                                                                                                                   | 2 hours         | 15/2/2019             |
|                                                          | Add appropriate profile picture                                                                                                                   | 2 hours         |                       |
|                                                          | <b>Here you need to add any more actions/steps you wish to take</b>                                                                               |                 |                       |
| 4. Connect with people associated with area of interests | Sign up with people I already know                                                                                                                | 5 hours         | 20/2/2019             |
|                                                          | Connect with 10 industry professionals                                                                                                            | 2-3 weeks       | 7/3/2019              |