

My Career Planning Checklist and Action Plan

From shortlist to final decision, one step at a time

Name _____ Class / section _____ Date _____

PART A The ten-step checklist

Tick each step off and write the date you finished it. Skipping steps is fine for now; just come back to them.

What to do	Done on
☐ List three subjects or activities I enjoy.	
☐ Identify my strengths, skills and areas for improvement.	
☐ Shortlist three to five suitable career options.	
☐ Check Class 12 subject and minimum-mark requirements.	
☐ Compare courses, colleges, fees and course duration.	
☐ Check entrance examinations and application deadlines.	
☐ Research scholarships and financial assistance.	
☐ Speak with a teacher, career counsellor or professional.	
☐ Review internships, practical training and employment pathways.	
☐ Discuss the final shortlist with my family and make an informed choice.	

PART B Talk to someone who knows

A teacher, counsellor or professional can tell you what brochures cannot. Prepare, then take notes.

Conversation 1

Spoke with: _____ Their role: _____

Questions to ask: What does a typical working day or week look like? | Which qualifications, entrance exams or training does this path need? | What do you wish you had known before choosing this? | How did you get your first opportunity?

The most useful thing I learned:

Conversation 2

Spoke with: _____ Their role: _____

Questions to ask: What does a typical working day or week look like? | Which qualifications, entrance exams or training does this path need? | What do you wish you had known before choosing this? | How did you get your first opportunity?

The most useful thing I learned:

PART C Family discussion and final shortlist

Rank your top three. Write down what your family thinks and any concerns, so you can answer them with facts.

Rank	Career or course	Why I want it	My family's view or concerns	Next step
1				
2				
3				

PART D My next three steps

Action	By when
☐	
☐	
☐	

My decision for now: "I am choosing ... because ..."

A well-researched decision is more valuable than choosing a course simply because it is popular.