Growth Performance

CAREER DEVELOPMENT
TRANSITION PLANNING TOOL

Career Change Action Planner

A structured planner for moving from where you are now to where you want to be. Work through each section honestly. The value is in the thinking, not just the writing.

How to use this: Work through all five sections in order. Section 3 (the skills gap) is usually the most important and most avoided. Section 5 (the decision checkpoint) should only be completed once sections 1 to 4 are done.

SECTION 1: WHERE I AM NOW

CURRENT ROLE / TITLE

ORGANISATION / SECTOR

WHAT I GENUINELY ENJOY ABOUT MY CURRENT WORK

WHAT I NO LONGER ENJOY OR FIND MEANINGFUL

MY THREE STRONGEST SKILLS IN MY CURRENT ROLE

1

2

3

WHY I WANT TO CHANGE (BE SPECIFIC. "WANTING MORE" IS NOT ENOUGH)

SECTION 2: WHERE I WANT TO GO

TARGET ROLE / TITLE

TARGET SECTOR / INDUSTRY

WHAT ATTRACTS ME TO THIS DIRECTION (BEYOND "GETTING OUT" OF MY CURRENT ROLE)

WHAT MY WORKING LIFE LOOKS AND FEELS LIKE IN THIS ROLE (BE VIVID AND SPECIFIC)

SALARY EXPECTATIONS / CONSTRAINTS

LOCATION / WORKING PATTERN NEEDED

SECTION 3: SKILLS GAP ANALYSIS

Be honest here. Underestimating the gap delays the change; overestimating it stops you from starting.

SKILL OR EXPERIENCE NEEDED	MY CURRENT LEVEL (1 TO 5)	HOW I WILL CLOSE THE GAP	TIMELINE
1			
2			
3			
4			
5			

SKILLS FROM MY CURRENT CAREER THAT TRANSFER DIRECTLY TO MY TARGET ROLE

SECTION 4 TO 90-DAY ACTION PLAN

PHASE	PRIORITY ACTIONS	DONE BY
Weeks 1 to 4 Research & clarity		
Weeks 5 to 8 Build & connect		
Weeks 9 to 12 Apply & commit		

SECTION 5: DECISION CHECKPOINT

Only complete this section once you have worked through sections 1 to 4.

MY CLEAREST REASONS TO MAKE THIS CHANGE

MY CLEAREST REASONS TO STAY / HESITATE

THE SINGLE BIGGEST BLOCKER I NEED TO RESOLVE BEFORE I CAN FULLY COMMIT

MY DECISION DATE

WHO I WILL SHARE THIS PLAN WITH

Want help putting this into practice?

Growth Performance builds the human advantage in an AI-driven world, with people, teams and leaders.

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