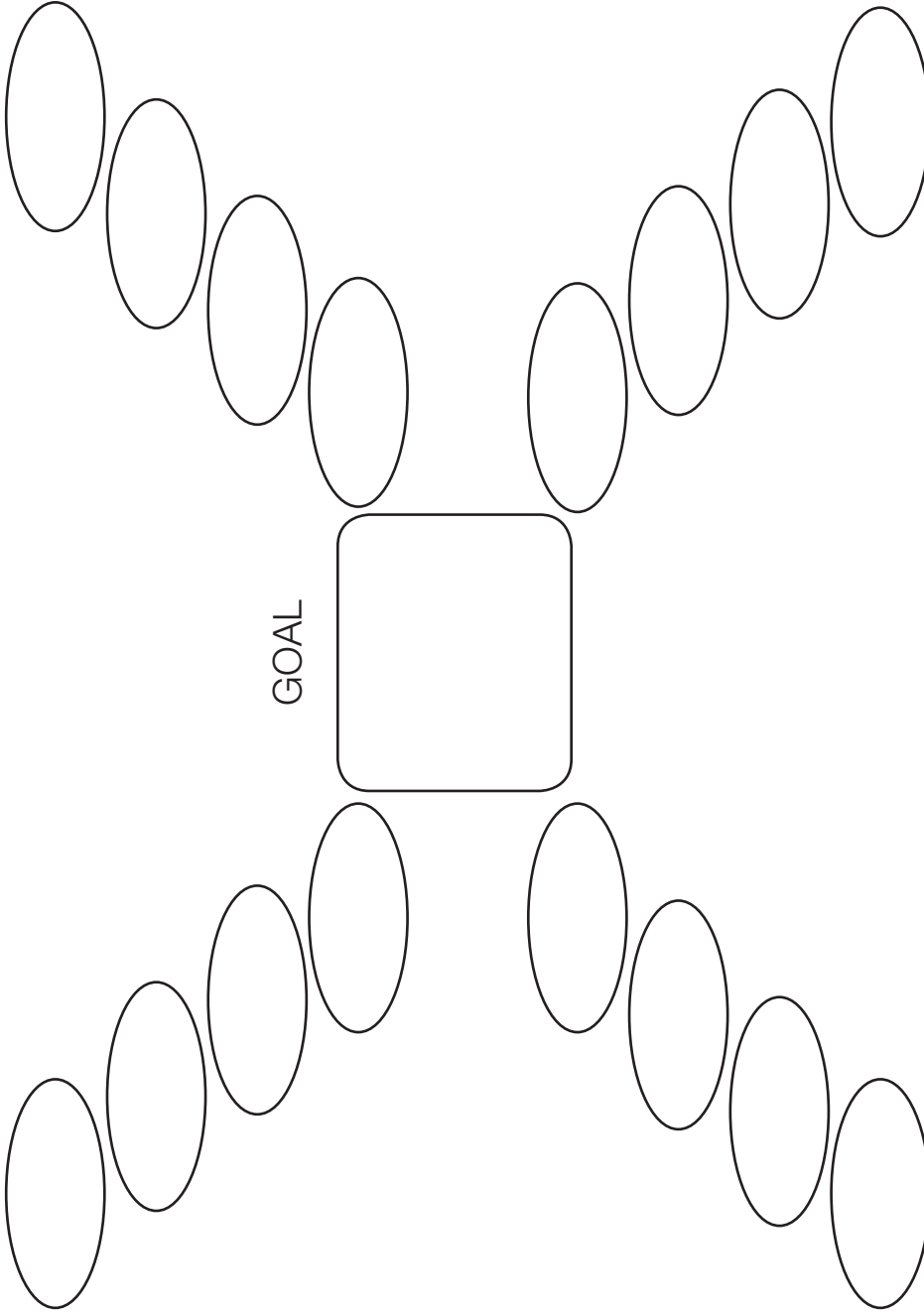


MAJOR TASK 1

**STEP-BY-STEP ACTION PLANNING**

- start by specifying a SMART goal
- isolate several *major tasks*
- work backwards to identify *action steps*
- develop a timeline for accomplishing each step

MAJOR TASK 2



MAJOR TASK 3

Adapted from: Self-Directed Career Planning Guide  
Alberta Career Development and Employment, 1989

MAJOR TASK 4