

NAME \_\_\_\_\_ DATE \_\_\_\_\_

## How Do I Prepare for My Career?

### *Mapping Out a Plan – Goals in Journey*

If you take a road trip, you probably program a GPS to help map the route you will take to reach your destination. An Individual Career Academic Plan, or ICAP, serves the same purpose. You program the courses or steps you need to take to meet your career goals.

What happens if you change your mind? No problem. Just like the GPS system, you can recalculate the courses and steps you need to get you on track for your new career choice.

This paper planner works with OKCareerGuide and the career planning functions located under **Plan for Work, Find a Job, Connect 2 Business** and **My Job Search Tool**. The information listed below can be documented in **My Documents**. All this can then show up in your electronic portfolio called **My e-Profile**. Visit [OKCareerGuide.org](http://OKCareerGuide.org) to start creating a portfolio.

The activities below will help you in your career planning and give you information to create your e-Portfolio and resume.

Individual Career Academic Plan	
What training do I need to take for my career goals?	
Career Goal:	✓
Steps:	✓

Clubs, Organizations, Volunteer Work, Hobbies – In School and as an Adult.	Year(s) of Participation Start – End

Accomplishments, Activities and Skills	Years Received

Work History	Employment Period Start – End