

**Step 1 Vision (Goal)**

**Step 2 Inventory (Resources)**

**Step 3 Strategy (Approaches)**

**Step 4 Targets (Objectives)**

**Step 5 Activities (Steps)**

**Vision Statement**  
 TO BECOME AN ELECTRONICS TECHNICIAN & BE WORKING IN THE CITY IN 2 TO 3 YEARS

**People**  
 DAVE (CONTACTS IN BUSINESS)  
 BRENT (SHAW CABLE)  
 GERRY (VALUABLE INFORMATION ON CAREER)

**Finances**  
 HRDC FUNDING?  
 SAVINGS  
 LOAN FROM UNCLE

**Things**  
 CAR  
 COMPUTER &  
 PRINTER  
 TOOLS

**Strategy 1**  
 RESEARCH OCCUPATION TO FIND OUT ABOUT LOCAL DEMAND, ETC.

**Strategy 2**  
 ENROLL IN ELECTRONICS TECHNICIAN COURSE AT COLLEGE

**Strategy 3**  
 FIND PART TIME JOB RELATED TO AREA WHILE GOING TO SCHOOL.

Target	Time
Target 1 FIND PRINT & ON LINE INFO ABOUT OCCUPATION & PROGRAM	1 WK
Target 2 DO INFORMATION INTERVIEWS WITH PEOPLE IN THAT FIELD (Brent, Gerry, Troy)	2 WKS
Target 3 DO INFO INTERVIEW WITH POTENTIAL EMPLOYERS (eg SHAW)	2 WKS

Target	Time
Target 1 RESEARCH PROGRAMS AT COLLEGES IN CITY	1 WK
Target 2 FIND OUT IF FINANCIAL AID IS AVAILABLE..	1 WK
Target 3 CHOOSE PROGRAM & APPLY.	1-2 WKS

Target	Time
Target 1 MAKE LIST OF POTEINTIAL CONTACTS.	1 WK
Target 2 ORGANIZE SELF-MARKETING TOOLS - RESUMIE, 90-SEC. COMMERCIAL.	1 WK.
Target 3 APPLY TO TARGETED EMPLOYERS.	2 WKS.

Activities:	Date
CHECK OUT INFORMATION ON WEBSITES - WORKSTART HELP	May 2
SEE WHAT CAREER INFORMATION CENTRE HAS.	
DO QUESTION LIST FOR INTERVIEWS	MAY 9
PHONE BRENT, GERRY & TROY AND MAKE APPOINTMENTS	
DO QUESTION LIST FOR INTERVIEWS	MAY 16
ASK CONTACTS FOR NAMES OF POSSIBLE EMPLOYERS	

Activities:	Date
CHECK EDUCATION SITES ON INTERNET & MAKE LIST	MAY 25
PHONE COLLEGE ADVISORS & MAKE A APPOINTMENTS.	
GET NAME OF PROG. COORDINATOR & MAKE APPT.	
GET INSTRUCTORS' NAMES. SEE IF I CAN ATTEND A CLASS	
PHONE DEBBIE AT WORKLINK TO SEE IF I CAN GET FEDERAL TRAINING	JUNE 3
RESEARCH STUDENT LOANS FROM GOV'T - PHONE OFFICE & LOOK AT WEBSITE.	
DECIDE WHAT DATES WORK BEST.	JUNE 10.
FILL OUT APPLICATION FOR COLLEGE AND FOR FINANCIAL AID	

Activities:	Date
CALL BRENT AT SHAW CABLE FOR LEADS.	June 20
CHECK YELLOW PAGES FOR ELECTRONICS STORES.	
ASK JERRY & TONY FOR SUGGESTIONS.	
DO RESUMES & MAKE COPIES.	JUNE 29
READ UP ON INTERVIEWS - PRACTICE	
REDO 90-SECOND COMMERCIAL TO FIT EMPLOYERS-INTERVIEWS.	
TAKE CUSTOMIZED RESUMES TO EMPLOYERS - TO CONTACT LIST - DROP OFF	July 5
MAKE FOLLOW-UP PHONE CALLS.	

# WorkStart

**WorkStart VISTA Action Planner**  
 Name: DON HENDERSON  
 Date: APRIL 20

**Assessment:** Job in electronics business

**Accountability Partner:** SCOTT  
**Initials:** ow