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The Recruitment Coach

Career Development Checklist

Print out the bingo style checklist below, stick it up somewhere prominent and tick things off as you try them out.

For more background on each activity read [my recent article](#) in *Homeworker Magazine* 'Planning your next move' and read about the seven steps for successful career development:

1. Work out your career goals.
2. Plan accordingly.
3. Be proactive and own your development.
4. Be conscious your personal brand.
5. Get input from others.
6. Be more visible.
7. Network more consistently.

Be brave, be consistent and show up! You will be remembered, and it will make all the difference.

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☑ Career Development Checklist



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Volunteer for something at work <input type="checkbox"/>	Book a career chat with your Line Manager <input type="checkbox"/>	Follow up 1:1 with someone from a webinar <input type="checkbox"/>	Update your personal Development Plan <input type="checkbox"/>	Write down your best achievements from the last year <input type="checkbox"/>	Update your CV (include these!) <input type="checkbox"/>
Join a Networking Group <input type="checkbox"/>	Invest in some career coaching sessions <input type="checkbox"/>	Message a former colleague - get back in touch <input type="checkbox"/>	Arrange a 1:1 with a colleague from another area <input type="checkbox"/>	Write a LinkedIn post sharing something relevant <input type="checkbox"/>	Schedule a recurring appointment for networking <input type="checkbox"/>
Sign up for something new - meet new people <input type="checkbox"/>	Ask for a LinkedIn Recommendation <input type="checkbox"/>	Find an accountability partner <input type="checkbox"/>	Keep a list of your successes - add to it regularly <input type="checkbox"/>	Write your Elevator Pitch - practice it out loud <input type="checkbox"/>	Read / listen to a development book <input type="checkbox"/>
Listen to a podcast <input type="checkbox"/>	Ask someone you trust for feedback <input type="checkbox"/>	Set up an intro call with a new colleague <input type="checkbox"/>	Re-write your LinkedIn 'About' summary <input type="checkbox"/>	Ask someone to join your 'Board of Directors' <input type="checkbox"/>	Offer to mentor someone earlier in their career <input type="checkbox"/>

How many can you tick off this month?