

# My journey planner

This action plan helps you explore what matters to you, including your interests, skills and values, so you can start planning your future. You'll discover jobs that might suit you and learn about the qualifications and training you'll need.

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## My profile

Includes your culture, family and where you live.

### My name

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### My community

Write or draw your community – who is in it, what does it look like? Where do you live (for example, in a city or the countryside)?

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What's happening in your community right now? Think about local events, businesses or industries. How do these connect to you and your whānau?

## My qualities

Personal qualities describe what you are like as a person. Choose the words that best describe you:

Adaptable	Generous	Reliable
Careful	Gentle	Responsible
Caring	Hard working	Sensible
Considerate	Honest	Serious
Dependable	Kind	Sociable
Determined	Loyal	Trustworthy
Enthusiastic	Outgoing	[my qualities]
Flexible	Patient	[my qualities]
Friendly	Polite	[my qualities]
Funny	Punctual	[my qualities]

Write your top 3 qualities below and give examples of how you have shown these.

**Quality 1**

**Quality 2**

**Quality 3**

## About me

This section is about exploring. You might ask yourself:

- What do I like doing?
- What do I do well?
- What are my skills?

To help you identify your values, interests and skills complete the sections below or go to the website [Tahatū Career Navigator](#) for guidance.

### Discovering who you are

#### My values

Values are what is important to you. They can guide your choices and motivate you. Choose from the work values below to identify what values are important to you in work (you might think about a part-time job you have at the moment or think about a future job).

<b>Learning new things</b> – gaining new skills and knowledge	<b>Teamwork</b> – enjoying working with others in small or large groups to achieve goals
<b>Working with people</b> – having lots of contact with others	<b>Flexibility</b> – work that allows changes in hours, tasks or role
<b>Culture</b> – respecting and valuing different backgrounds	<b>Physical challenge</b> – doing work that is physically demanding
<b>Helping society and communities</b> – making a positive impact	<b>Variety and change</b> – doing different tasks or working in different places
<b>Earning money</b> – getting paid for your work	<b>Travel</b> – having the chance to see new places
<b>Location</b> – working in a place you like	<b>Working alone</b> – being independent
<b>Making a difference</b> – bringing about change for others	<b>Creativity</b> – thinking of new or different ways of doing things
<b>Belonging</b> – being part of a group or community	<b>Leadership</b> – guiding or motivating others
<b>Friendships</b> – making personal friends at work	<b>Recognition</b> – being appreciated for your work
<b>Routine</b> – doing the same tasks regularly	<b>Independence</b> – making your own decisions
<b>Security</b> – having a stable job or income	<b>Peace</b> – a quiet and calm work environment.

#### Something else?

You can add your own work value here.


Choose 3 values that are important to you and give a reason for each choice. *Example: I chose creativity because I enjoy coming up with new ideas.*

#### Value 1

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#### Value 2

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#### Value 3

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## My interests

What sports, hobbies, volunteer or paid work do you like doing? Do the Interest quiz on Tahatū to learn more about your interests or choose from the interests below.

[Tahatū Interest quiz](#)

Playing netball	Surfing	Making crafts
Helping at the mārae	Photography	Kapa haka
Swimming	Dancing	Riding my bike
Cooking	Listening to music	Fixing and building things
Drawing	Gaming	Gardening
Playing music	Spending time with my friends and family	Tramping or being out in nature
Singing	Waka ama	[My interests]
Looking after animals	Fishing	[My interests]
Horse riding	Working on computers	[My interests]
Playing a sport	Organising events	[My interests]
Making jewellery	Collecting things	[My interests]

## My skills

A skill is the ability to do something. Over time we learn new skills or develop the ones we have. They can be simple, like making a bed or more complex, like playing an instrument or creating a computer program.

For help understanding your skills go to the Know your skills web page on Tahatū and use the 'Figure out your skills' worksheet. Then complete the section below.

[Know your skills](#)

### Skills I am currently using

Describe and identify skills that you have gained from work, volunteering, community activities, sports, hobbies and home life.

Where you are learning or doing this skill	Task, activity or job that you do	Name of the skill or skills that you are using
<i>Example: Community. Helping at our church or marae</i>	<i>Example: Food preparation, serving visitors, cleaning, supervising younger children</i>	<i>Example: Health and safety, people skills, using equipment, caring, organisation, communication skills</i>

## Subjects and training options

School subjects and other courses that I am currently doing and interested in doing next year. Visit NCEA subjects on Tahatū for help on subject options.

[Explore NCEA subjects](#)

<b>Subjects I'm studying this year</b> <i>(can include subject, unit standards and certificates)</i>	<b>Subjects and training I'm interested in taking next year</b> <i>(can include Gateway and Trade Academies)</i>

## Career exploration

This is your opportunity to explore the range of jobs that people do. Use Tahatū to explore more than 800 career ideas – find information about pay, training qualifications and what people do in a job. You can also use the Tahatū video library to explore videos about different jobs.

[Explore career ideas](#)

[Video library](#)

Research 3-5 jobs that you're interested in and complete the table below.

<b>Career ideas that interest me</b>	<b>What would I do in this job</b>	<b>What qualifications and training do I need</b>	<b>What skills do I need to develop</b>
<i>Example: Chef</i>	<i>Example: Prepare and cook food orders, arrange food on plates, plan and create menus</i>	<i>Example: Experience in similar work. New Zealand Certificate in Cookery (Level 3)</i>	<i>Example: Cooking, creativity and problem solving, communication, team, business and management.</i>

## Employability skills

Employability skills are the skills and attitudes employers value in any job. They are useful in many different work settings and come from things you do at school, home or in the community. Check the skills section above for ideas, then look at the 7 employability skills below.

Go to Skills employers are looking on Tahatū to read more about employability skills.

Skills employers are looking for

<b>Employability skills</b> <i>(leave blank if still developing)</i>	<b>How are you using this skill?</b>
<i>Example: Teamwork</i>	I am part of the church youth group that organised a youth fundraiser for the church.
Teamwork	
Positive attitude	
Communication	
Willingness to learn	
Self-management	
Resilience	
Thinking skills (Problem solving)	

What employability skills do you need to develop?

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## My goals

A goal is something you want to achieve. It helps you focus and make plans. For further information on goal setting go to [Take action on your career decision on Tahatū](#).

[Take action on your career decision](#)

### School goal

My school goal is:

*Example: I will work hard to stay engaged in class and complete my assignments on time.*

### Exploration goal

My career exploration goal is:

*Example: I would like to know more about becoming a builder.*

### Skill goal

My skill goal is:

*Example: I want to improve my teamwork skills by joining a volunteer or community group.*

### Community goal

My community goal is:

*Example: Volunteer at my marae by helping with events or cleaning up the grounds.*

## Next steps and actions

Actions are steps you will take to achieve your goals. They can be updated over time.

What do I need to do to achieve my goals?	My actions and next steps	When I will have this completed (date)
<b>School</b> <i>Example: Write down assignment due dates in a planner or app</i>		
<b>Exploration</b> <i>Example: Talk to a family member or someone about being a builder</i>		
<b>Skill</b> <i>Example: Help with coaching or organising games in your current sports club</i>		
<b>Community</b> <i>Example: Ask what tasks I can do (for example, setting up chairs, cleaning, preparing kai) and get any supplies I need</i>		

## Who can help me?

Who can support me with my goals and actions (teachers, family, coaches, other people who I respect)?

Name of support person	How they can help me with my goals and actions
<i>Example: My basketball coach</i>	<i>Provide advice and coaching tips</i>

## Reflection

Check your journey planner throughout the year and make changes where required.  
Answer the following questions.

What new things did I learn about myself?

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What has challenged me?

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What do I need to know more about for next year?

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