

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.

My profile

Includes your culture, family and where you live.

My name

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)?

How can you make a difference in your community?

About me

This section is about exploring. You might ask yourself:

- What is important to me?
- What I like doing?
- What 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. To learn more about why values are important in your work go to Know your values on Tahatū and use the 'What do I value in my work' worksheet. Choose your top 5 values and write them in the spaces below, giving a reason for each.

Know your values

My values	This value is important to me because
<i>Example: Helping others.</i>	<i>I like to help people when they don't know what to do.</i>

My interests

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

Tahatū Interest quiz

List the interests that you enjoy doing

Example: I like creating artwork

My achievements

Achievements can be used when applying for training or study, scholarships and looking for work. People like to see evidence of your skills and work ethic. What are you proud of doing? Achievements don't need to be huge.

Write your achievements below.

Example: I have recently passed my learners/restricted driver's licence.

Achievement 1

Achievement 2

Achievement 3

My skills

Identifying and knowing your skills is important now and in the future. If you know your skills, it is easier to describe them to an employer when applying for work and make decisions about the type of study and training options you want to do in the future.

For help understanding your skills go to Know your skills on Tahatū and use the 'Figure out your skills' worksheet.

Know your skills

List as many skills that you enjoy doing

Example: Customer service. Help and serve customers.

Skill

Skill

Skill

Subjects and pathways

Subjects I studied last year.

Current subjects I am studying this year.

Other studies I will be doing. Example: Gateway, Trade Academies.

Other certificates or attainments I am or will be studying.

My volunteer and work experience

Name of employer or name of where you did the volunteer and community work	Type of tasks undertaken (what I did)
<i>Example: Local under 15's basketball team.</i>	<i>Example: Share ideas on fundraising to support the team. Set up a roster for our team's sausage sizzle.</i>

My skills and experience

Think about tasks and activities you have done (school, work, sport, volunteering) and the skills gained.

Task

Skill gained

Example: Organised a school event

Example: Time management and leadership skills.

My pathway options

How much do you know about study, training and work options? To help identify your top career ideas go to the How to make a career decision webpage on Tahatū and use the 'Compare your career ideas' worksheet.

[How to make a career decision](#)

You can also explore study and training information and more than 800 career ideas.

[Study and training](#)

[Explore career ideas](#)

[Video library](#)

Career ideas	What you would do in this job	Qualifications and training required for this job	Providers offering courses	Qualifications, subjects and training needed to get into this course

My goals and action plan

A goal is something you want to achieve. It helps you focus and make plans. There's further information on Tahatū about goal setting.

[Take action on your career decision](#)

Types of goals

My goals

Education and training goal

Example:

Achieve NCEA Level 2 with Merit endorsement.

Employment goal

Example:

Learn more about careers in building and construction.

Skill and experience goal

Example:

Develop customer service skills for part-time work.

Other goals

What other goals do I need to set in preparation for this / next year.

Example:

Apply for at least 3 scholarships before the closing dates.

Next steps and actions

Actions are steps you will take to achieve your goals. They can be updated over time. Using your goals, develop an action plan for each one. For further help to identify your next steps go to the Take action on your career decision webpage on Tahatū.

[How to make a career decision](#)

[Take action on your career decision](#)

What do I need to do to achieve my goals?	My actions and next steps	When I will have this completed (date)
<i>Example: Achieve Level 2.</i>	<i>Example: Talk to my form teacher. Develop a year plan including dates when work needs to be handed in and dates for exam prep.</i>	<i>Example: 8th February.</i>

Reflection

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

What have I learned this year?

What have I missed or what do I need to know?

What do I need to do next?

Who do I need to talk to?
