**INSTRUCTIONS/GUIDELINES FOR COMPLETING THE CAREER JOURNEY MAP**

**[TEMPLATE INCLUDED ON LAST PAGE]**

**STEP 1: When completing the template, add your name at the top. And if you are comfortable with sharing a photo, add a professional headshot as well.**

**Preferred Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**[Photo Placeholder]**

**STEP 2: You can use the space under your photo to include a brief summary regarding your current position/skill-set.**



**You are here. Where are you currently in your career journey?**

* What is your current role, job title, position?
* Be mindful, kind and generous in the description of what you do.

**STEP 3: Begin to document events, influences, accomplishments and other important milestones to be listed in your Journey Map.**

* **Who has had a profound influence/impact on your life or career journey? What other actions may have influenced your journey?**

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* **List any personal events (as you are comfortable sharing in this document) that have had an impact on your career journey to date:**

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* **Recall all important milestones and accomplishments reached along your journey. [Use the tables below if needed.]**

**Timeline of Accomplishments**

|  |  |  |
| --- | --- | --- |
| **Year** | **Accomplishments**  | **Category (as applicable)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Timeline of Major Milestones**

|  |  |  |
| --- | --- | --- |
| **Year** | **Milestone** | **Category (as applicable)** |
|  |  |  |
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**STEP 4: Compile all information gathered into the Journey Map template of your choice (Career Journey Map template attached).**

NOTE: You can use this exercise as a baseline for creating your final journey map. The format you use is based upon your personal preferences and when, how, or if you plan to share this document with others. HAPPY MAPPING! final journey map. The format you use is based upon your personal preferences and when, how of if you plan to share this document with others. HAPPY MAPPING!

[TEMPLATE]

PHOTO PLACEHOLDER

(OPTIONAL)

[NAME]

(Optional) Career Summary/Current Position: @Name is…..

(Optional) Highlights of Accomplishments

|  |  |  |  |
| --- | --- | --- | --- |
| Checklist with solid fill |  | Diploma with solid fill |  |
| Address Book with solid fill |  | Classroom with solid fill |  |
| Graduation cap with solid fill |  | Bank with solid fill |  |

Major Influencers (*Can include mentors, for example*.)

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |

Major Milestones (*Can be in chronological order…*)

|  |  |  |
| --- | --- | --- |
| (Year) | Milestone… |  |
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