

My Guide: Planning – Setting Goals

Activity 60

The purpose of **Activity 60** is to explore the **Planning** stage of **My Guide** and find out more about the process of developing a career pathway plan through **My Plan**.

You will need to:



Login to your **My Guide** account to set goals and develop **action steps**



- Go to <http://www.myfuture.edu.au>
- Login to your **My Guide** account.
- Select **Planning**.
- Click on **My Plan**.

Here is an example of a career pathway plan developed using **My Plan**.

My Goal

Use the ideas from above to help you write your own goal and specific actions. **Make sure you hit the save button when you have finished.**

Goal Title

Goal Description

Achieve By
 (dd/mm/ccyy)

Specific Actions [New Action](#)

Action Name	Command	Completed
Choose a work experience occupation	Change Delete	Completed <input type="checkbox"/>



To develop a career pathway plan you will need to set Goals and Action Steps.

To set **Goals**:

- You are already in the **Planning** section of **My Guide**
- Click on **My Plan**.
- Click on **New Goal**.

Note: When you click on **New Goal** for any of the goal areas, you will be presented with some goal ideas and related action tips. These are suggestions to help you think about your career pathway plan. Use the goal ideas and action tips if they are relevant to you, or develop your own.



Action Steps are like smaller, short term goals. Developing Action Steps can help you monitor your progress toward achieving your goals.

To set **Action Steps**:

- You are already in one of your goals.
- Click on **New Action** next to the heading **Specific Actions**.
- Click in **Action Title** to record the action you are going to take.
- Click in **Action Description** to record how you are going to do this.
- Click **Achieve By** to record the date by which you will have achieved this step.
- Click in **Requirements** to record any additional things you will do to help you achieve this Action Step.
- Click on **Save**.

Note: When you **Save** you will be presented with the work goal ideas page. Scroll down the page with the right scroll bar and you will see the goal, goal description and actions you need to take.

As each action is completed, click in the **Completed** box beside the name of the action step. This is how **myfuture** monitors the progress you are making to achieve your goals.