

# California Career Center

## Career Action Plan Web App Quick Start

---

Use the California Career Center Career Action Plan to write down your career goals and the steps you'll take to reach your goals.

### Get started!

1. Go to the California Career Center at <https://www.calcareercenter.org>.
2. Select "My Stuff" in the top navigation bar.
3. Select "Manage Account" on the My Stuff Account homepage.
4. Fill in the form. Select the "submit" button.
5. You're on your account homepage. Select "Career Action Plan."
6. Under "Explore Occupations I" (the first category), open "Directions".
7. Follow the directions and complete the four steps.
8. When you're finished, enter the 3 occupations you chose into your Explore Occupations I textbox in your Career Action Plan. Also list them here: Occupation 1: \_\_\_\_\_ Occupation 2: \_\_\_\_\_ Occupation 3: \_\_\_\_\_
9. Continue working at your own pace until you have your action steps. Use the next page to track your work.

To create your plan using your mobile device, download the "My Stuff CAP" app from your app store. Sign in with the same email address and password you used to access the web version. Using the same email address and password syncs the two versions so whatever you change in one version is automatically changed in the other.

### Your Notes:

## California Career Center Career Action Plan Categories

---

### **Explore Occupations I**

Find occupations that match your interests.

Date Completed \_\_\_\_\_

### **Explore Occupations II**

Find occupations that match your lifestyle goals.

Date Completed \_\_\_\_\_

### **Occupation to Research**

Choose one occupation to research.

Date Completed \_\_\_\_\_

### **Degree and/or Certification Required**

Identify this occupation's entrance requirements.

Date Completed \_\_\_\_\_

### **Education and/or Training Programs**

Find high school programs you can take to prepare you for this occupation.

Date Completed \_\_\_\_\_

### **Related Experiences**

List things you've done in the past that prepare you for this occupation.

Date Completed \_\_\_\_\_

### **Future Experiences**

List things you can do *in the future* to prepare you for this occupation.

Date Completed \_\_\_\_\_

### **Supporters**

Identify people and organizations that can help you.

Date Completed \_\_\_\_\_

### **Action Steps**

Describe the steps you'll take—starting now—to enter this occupation.

Date Completed \_\_\_\_\_

### **Plan B**

Select an alternate occupational goal.

Date Completed \_\_\_\_\_

### **Resources**

Keep track of the resources you use—you may have to go back to use them again.

### **Your Notes:**