Make Your Goal-Setting Plan on CareerZone Part 1

Take your short and long-term goals and keep track of these goals in CareerZone. Follow the directions below to begin today.

Directions:

- Log into your CareerZone Portfolio Account
- Select Module 10 “Future Goals and Dreams.”
- Note: Before completing Module 10 “Future Goals and Dreams,” you should complete Module 9 “Saved Occupations.” You can then set goals toward occupations you would like to look at further.
- After you click Module 10 a list of your Saved Occupations will appear. You can change the list of occupations by selecting “Edit This List.” You can then delete any occupations you saved or search for a new occupation.
- When you like your list of occupations select “Next Step.”
- CareerZone will then list different tasks that are part of the Saved Occupations you saved to your portfolio. Check whether you “Like,” are “Unsure,” or if you “Dislike” that task.
Make Your Goal-Setting Plan on CareerZone Part 2

Directions:
- When you are finished selecting which tasks “Like,” are “Unsure,” or “Dislike,” select “Next Step.”
- CareerZone will then list all Saved Occupations you may want to “Explore,” are “Unsure,” or “Avoid” based on the previous tasks.
- You can change your answers.
- Then select “Next Step.”

- Then select which actions you can take to reach your future goals and dreams (for example, research the job, visit the jobsite).
- Click “Done” when you are finished.

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