#### Step 1: Unpacking your purpose

* What do you hope to get most out of your time at UQ?
* What is important to you when you think of your future?
* What are your personal values?
* What are your professional goals?

#### Step 2: Understanding your professional self

* What do you believe are your current strengths?
* What do you feel you need to build on to achieve your professional goals?
* What capabilities do you hope to develop throughout your time at UQ?
* Did you have a particular goal in mind when you registered for the Employability Award?

#### Step 3: Work Experience – Focus Time

|  |  |  |  |
| --- | --- | --- | --- |
|  | Type of Work  (as per the [Activities Guide](https://employability.uq.edu.au/award/activities)) | Description of opportunity (e.g., [Winter Research Program](https://employability.uq.edu.au/summer-winter-research), [IGET Internship](https://employability.uq.edu.au/work-experience)) | Relevant website link |
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| 10 |  |  |  |

#### Step 4: Volunteering – Focus Time

|  |  |  |  |
| --- | --- | --- | --- |
|  | Type of Volunteering  (as per the [Activities Guide](https://employability.uq.edu.au/award/activities)) | Description of opportunity (e.g., [Get Involved](http://life.uq.edu.au/get-involved), [Research Studies](https://habs.uq.edu.au/volunteer-for-research-study), [UQ APS](https://www.uqaps.org/)) | Relevant website link |
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#### Step 5: Supplementary Activities – Focus Time

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| --- | --- | --- | --- |
|  | Activity Type  (as per the [Activities Guide](https://employability.uq.edu.au/award/activities)) | Description of opportunity (e.g., [My Career Adviser](https://employability.uq.edu.au/career-development/my-career-adviser/), [Global Experiences](https://employability.uq.edu.au/global-experiences), [Winter Research Program](https://employability.uq.edu.au/summer-winter-research)) | Relevant website link |
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#### Step 6: Building your schedule

Download the Action Plan Excel Spreadsheet to begin building your schedule to complete all the requirements for the Employability Award.

1. Begin by using the Employability Award Activity Planner (tab 1) to list the activities you want to participate in, and the details of when you want to complete, when the application deadline is, and who to contact for questions.
2. Move to the Employability Award Activity Calendar (tab 2) to start inputting the activities into the calendar of your time at UQ. You may like to retrospectively put in any activities you have already completed prior to this workshop.

#### Step 7: Your next steps

What are three steps I will take next week to work towards achieving my Employability Award:

**Step 1:**

>

**Step 2:**

>

**Step 3:**

>