



# Your Business Analysis Career Plan

## Document Information

Name	
Date	
Current Title	
Date to Re-Evaluate	

## Clarify Your Goals

Goal Frame	By (when)	I will (what)	So that (why)
Long-Term			
Short-Term			

## Your Short-Term Path

Describe the path you are on in the short-term. Examples might be pursuing an internal promotion, creating a new role, or seeking a new job in a new company. Explain why you chose this path and what you expect as you pursue this path.





## Brainstorm Your Action Steps

List the possible action steps you could take to move forward towards your short-term or long-term goals. Specifically think about action steps that fall into your short-term path, but don't limit yourself. At this point consider broadly the ideas you could put into action to move yourself forward.

(Be sure to review the lists of ideas in Chapter 6 and all of your notes taken and worksheets completed so far, so you don't overlook any of your insights.)



## Confirm Your Goals

Turn your attention again to your short-term and long-term goals. Consider whether they are still the appropriate framework for planning.

- Does your long-term goal represent where you really want to be?
- Does your short-term goal move you forward towards your long-term goal?
- Does your short-term goal represent a leap forward that excites you?

If you can't answer yes to these questions, rework your goals so that you can.

## Select Your Next Steps

Go back through the list above and highlight between three and five next steps that move you forward towards your short-term goal.

If you have trouble narrowing your list down, consider the following questions:

- Does each task specifically align with my short-term career goal?
- Do any tasks need to be completed after other tasks and therefore should be deferred until those tasks are complete?
- What tasks seem most appealing?
- Is there one task that I really don't want to do but know I should do? Can I include one challenging item on my list for the next few months?
- What tasks will get me moving forward the fastest?

## Create Your Plan

Now, rewrite the tasks you'll focus on in the short-term. Be sure that each task is written clearly, so that it's specific and actionable. Identify why the task is important as this will help you stay motivated to complete the task. Finally, rank prioritize each task and re-order the list in priority order.





Rank	Task	Target Date	This is important because...

Print this list and keep it handy. Review it often – at least once each week.

With your rank prioritized list of specific and actionable tasks, target dates, and reminders as to why each task is important, you should have no problem making meaningful progress when you have time to work towards your business analysis career goals. However, if you find yourself getting stuck at any time, be sure to review Chapter 7.

## Celebrate!

Don't forget to celebrate each time you complete a task or achieve a part of your goal. Right now, before you lose your planning momentum, take a few minutes and brainstorm some ways you might celebrate your successes, no matter how small.

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