CAREER • EDUCATION • SKILLS

PREPARE

Make your next opportunity possible

01 LEARN

02 PRACTICE

03 ACT

04 REVIEW

A practical guide to turning ideas into measurable action.

PREPARE

Build a 30-day opportunity plan

Leave with one defined career, education, or skill-building goal, three actions, and a date to review progress.

WORKED EXAMPLE

Example: Instead of “get a better job,” choose “identify three entry-level healthcare roles, compare training requirements, and submit two qualified applications within 30 days.”

YOUR FOUR-STEP METHOD

1 | Choose a specific destination

Write the job, credential, skill, or opportunity you want. Check what it actually requires, including cost, time, transportation, and eligibility.

2 | Compare two realistic routes

Compare a direct application route against a training route. Ask: which is affordable, accessible, and likely to lead to the desired outcome?

3 | Assemble proof of readiness

Update a resume or portfolio; gather references, identification, transcripts, and examples of completed work.

4 | Take action and follow up

Use Jobs4TN or an American Job Center to identify openings and training; track applications and follow-ups.

Official starting point

https://www.tn.gov/jobs4tn

PREPARE | Your action worksheet

Write your plan

My 30-day outcome and why it matters:

_____

Route A: cost, timeline, and requirements:

_____

Route B: cost, timeline, and requirements:

_____

Three actions, owners, and deadlines:

_____

How I will know the plan worked:

_____

PREPARE | 30-day progress tracker

■ Week 1: research requirements and shortlist options

Evidence / notes: _____

■ Week 2: complete resume, applications, or enrollment steps

Evidence / notes: _____

■ Week 3: contact two organizations or employers

Evidence / notes: _____

■ Week 4: review responses and adjust next steps

Evidence / notes: _____

Decision at day 30

Continue / revise / change direction (circle one). Why?

_____

Next action and date: _____

This guide is educational, not individualized legal, tax, financial, or professional advice. Confirm program requirements with the provider.

PREPARE | Deeper learning

Use this companion section after the core action worksheet. It turns your initial goal into an informed decision.

Decision tool: compare opportunities

Score each route from 1 (poor fit) to 5 (strong fit) for cost, time, access, interest and realistic job prospects. Add the five scores, then write why the highest score is—or is not—the best choice.

Practice: opportunity comparison

Route A: an entry-level position with employer training. Route B: a short certificate program. Route A may start earning sooner; Route B may open different positions but requires time and fees. Verify actual employer and program requirements.

Avoid a common mistake

Do not enroll or pay for training solely because an advertisement promises a high salary. Confirm accreditation, total cost, completion rates and the type of credential.

Evidence to keep

Job posting, training program details, completed application, updated resume, appointment confirmation and follow-up dates.

PREPARE | Apply what you learned

Use complete sentences and actual dates. Keep this page as your record of progress.

What are two realistic options and the tradeoffs of each?

_____

_____

What information do I still need to verify?

_____

_____

What could prevent success and what is my backup plan?

_____

_____

Who can help, and what exactly will I ask?

_____

_____

What evidence will show progress in 30 days?

_____

_____

Decision and next action

I will _____ by _____. I will review it on _____.

YOUR ACTION PLAN

Complete one row at a time. Use real dates and specific evidence.

ACTION / DECISION	NEXT STEP + OWNER	DEADLINE / EVIDENCE
01		
02		
03		
04		

30-DAY OUTCOME

REVIEW DATE: _____ **NEXT ACTION:** _____