Into Work Action Plan

Exploring My Work Direction

Consider what matters to you when thinking about employment.

What might I value in a working environment?

- [ ] Flexible hours
- [ ] Working from home
- [ ] Predictable routines
- [ ] Independent tasks
- [ ] Teamwork
- [ ] A quieter environment
- [ ] Learning opportunities
- [ ] A supportive manager

What types of roles or activities interest me?

What would I like work to offer me at this stage of my life?

What would a comfortable and accessible working day look like?

There is no single right career direction. Your interests, priorities and needs can change.

Recognising My Strengths

Skills and experience can come from many parts of life, not only paid work.

Where have I developed skills or experience?

- [ ] Previous jobs
- [ ] Education or training
- [ ] Volunteering
- [ ] Caring responsibilities
- [ ] Hobbies or interests
- [ ] Community involvement
- [ ] Everyday problem-solving
- [ ] Other experiences

Which strengths or personal qualities do I bring?

What tasks do I enjoy or feel confident doing?

Which strengths could be useful in a role I am considering?

Your experience is valuable, even when it does not fit a traditional employment history.

Understanding My Support Needs

Identify the conditions and support that could make work more accessible.

Which areas might benefit from support or adjustments?

- [ ] Communication
- [ ] Sensory environment
- [ ] Workload or pacing
- [ ] Physical access
- [ ] Flexible hours
- [ ] Transport or travel
- [ ] Training or guidance
- [ ] Confidence and wellbeing

What workplace situations might be difficult for me?

What adjustments or support might make these easier?

Who could help me understand my options or access support?

Support needs are not shortcomings. Accessible conditions can help people work sustainably.

Preparing for Employment

Choose practical preparation tasks that fit your own goals and circumstances.

Which steps would be useful for me?

- [ ] Explore possible roles
- [ ] Update or create a CV
- [ ] Look into training
- [ ] Prepare an application
- [ ] Research employers
- [ ] Consider interview adjustments
- [ ] Plan travel or access
- [ ] Find employment support

Which preparation step feels most useful right now?

What information, resources or help would I need?

What could make this step manageable for me?

You can prepare for work at your own pace. Not every step needs to happen at once.

My Into Work Action Plan

Turn your ideas into a few realistic, flexible next steps.

My next actions

My next step	Support or resources	Target date

What might help if I need to change my plan?

Reviewing My Progress

Use this page whenever you want to reflect or revise your next steps.

What progress have I made, including small steps?

What have I learned about my strengths or preferences?

Has anything changed about my employment goals?

What support or changes might I need next?

What is one helpful next step for me?

Progress does not have to follow a fixed timeline. You can pause, adapt or change direction.