

Creating a Career Transition Plan



Your career transition will be much more efficient if you set out with a formal mission, vision and goals. These will form the foundation for your plan. Complete page 2 of this worksheet to begin the process.

First, let's define some terms:

Mission: A mission is a reason for being. Your career mission statement consists of the reason(s) that you work.

Example: My career mission is to provide a balance of clinical and nonclinical services that bring joy to my life, provide excellent care to my patients, and outstanding performance to my employer.

Vision: Your vision is a mental image of what the future might be like.

Example: My vision for my career involves working in a very cohesive team, identifying important quality challenges using sophisticated measurement tools, and achieving measurable improvement in quality and financial outcomes.

Goals: Career goals are desired results relative to your job or career. Well written goals are typically "SMART": Specific, Measurable, Actionable, Relevant, Time-limited.

Examples:

I will update my resume and have two of my colleagues critique it for me by the end of September.

I will complete a course on understanding healthcare financials by the end of this year.

I will seek a part- or full-time job as a physician advisor for utilization management, and schedule at least two interviews by the end of November.

Mission (very broad outlines of what you wish to do; includes attributes that attract you to this career, such as fulfillment, excellence, and integrity):

My career mission is

Vision (once in your new career, what will it look like? Who will be involved with or around you? What do you see yourself doing in general terms?):

My career vision is

Goals (the main framework of your PLAN, list SMART goals covering the next 12 to 24 months):

1. I will do _____
by this date _____
2. I will do _____
by this date _____
3. I will do _____
by this date _____
4. I will do _____
by this date _____
5. I will do _____
by this date _____
6. I will do _____
by this date _____

If you wish to learn more about nonclinical careers, visit **VITAL Physician Executive** blog and the **Physician NONCLINICAL Careers** podcast at vitalpe.net.