



## **Ditch impossible expectations and keep working on you**

Get the tools you need to support your work and study goals.



**headspace**  
work & study

# Work & Study action plan

Before completing this action plan, it could be helpful to spend some time reflecting on how you can use the things you are good at to work towards your work and study goals. It might also be helpful to have a chat about these things with someone you trust - this could be a friend, family member, vocational worker or mental health professional.

Begin by asking yourself or talk through the following questions with someone:

- What do I want out of a job or career?
- What are my values? What is important to me?
- What do I like to do?
- What are my strengths?

## 1 What is your work and/or study goal or, what would you like to achieve?

Think about where you want to be and the steps you'll need to take to get there. e.g. *I want to learn how to write a resume, find an organisation and contact them for work experience opportunities, identify course options, create a study schedule etc.*

## 2 What's working well now that can support you in achieving your goal?

Think about what you're already doing, the skills you could use and your interests. Perhaps you've already made steps towards your goal, e.g. *contacted a business, did some work experience, or already have access to useful resources.*

✓ Tick all suggestions that apply or add your own:

Time management and/or organisation

Communication/teamwork/collaboration

Problem solving/attention to detail

Volunteered to develop industry knowledge and skills

Engaged with a Mentor for specific industry insights

Completed a short course to increase skills

Something else

**3 What things could get in the way of achieving your goal and what are some potential solutions?**

*e.g. I need to be able to ask a lot of questions or get clear instructions, how can I express this to my future employer? Transport has been a barrier in the past – what transport options are available to me?*

**4 What are your go-to ways to maintain a healthy headspace while working towards your goal?**

What has helped you manage or reduce stress in the past and what could you do now and in the future, once you have achieved your goal?

✓ Tick all that apply or add your own:

Physical activity such as going to the gym, yoga, sport etc

Be creative through art, music or journaling

Something else

Spend time in nature

Connect with someone you love spending time with

Read a book or do something quiet and relaxing

**5 What are your next steps and who can support you with these?**

What are some things (or even one thing) you can do to move towards your goal? *e.g. I need to print out resumes, find a study schedule template, talk to my support person about this action plan, find a career mentor specific to my area of interest, talk to a headspace Work & Study Specialist etc.*

# make work & study work for you

headspace offers three work & study programs that could help you along the way.

## Work & Study Centres

In person, tailored 1-on-1 support with a Work and Study Specialist, who will work with you and your mental health clinician to help you reach your goals. Offered in over 50 headspace centres nationally. Available for 12–25-year-olds.

## Work & Study Online

Tailored 1-on-1 online support with a Work and Study Specialist to help figure out your goals and how to reach them, no matter where you are in your work and study journey. Connect via video calls, webchat or phone. Available for 15–25-year-olds.

## Career Mentoring

Kick start your career with online support from a volunteer Career Mentor. You'll be matched based on your career interests and goals and a mentor's professional experience. Connect 1-on-1 through video call. Available for 18–25-year-olds.

Find out more at [headspace.org.au/workandstudy](https://headspace.org.au/workandstudy)



**Just keep working  
on you by heading to  
[headspace.org.au/workandstudy](https://headspace.org.au/workandstudy)**

## **Further support**

If you need to speak to  
someone urgently, please call:

### **Lifeline**

13 11 14

### **Kids Helpline**

1800 55 1800