



Advancing My Career Worksheet

In order to reach the career goals you're seeking, you must first determine the requirements of the position, assess where you currently are, and make a plan to get to where you want to be. This worksheet is designed to help you do just that.

MY IDEA OF A GREAT CAREER

My ideal career responsibilities would be:

I want a job where (check all that apply):

- There are opportunities for learning and growth.
- I have the authority to make decisions.
- I can be in a leadership or supervisory position.
- I have a variety of responsibilities.
- I have autonomy.
- I am challenged.
- I can display self-expression and creativity.
- I can be physically active throughout my workday.
- Health insurance & other benefits for myself and my family is offered.
- Incentives such as bonuses and paid time off are available.

The ideal working environment is where I can (work with peers, work alone, etc.):



My ideal career needs to (be flexible for family/other commitments, have a set work schedule, etc.):

This career would be in the _____ (industry) in _____ (geographic location) and within _____ (time/miles) commute, paying a minimum of \$_____ per hour/week/month/year.

This career would be with a company that values:

Other:

Common Requirements Necessary to Hold a Position in This Career

Educational:

Skills:

Experience:



Positive Traits/ Strengths:

WHERE I CURRENTLY STAND

Take a few moments to determine where you currently stand compared to where you want to be in your career.

Required Certificates/Degrees I already have:

Required skills I already have:

Required experience I already have:

My Positive Traits / Strengths (check all that apply)

- Accurate
- Ambitious
- Avoids conflict
- Trustworthy
- Calm
- Can work without supervision
- Cooperative
- Creative



- Dependable
- Efficient
- Enthusiastic
- Flexible
- Follows directions well
- Friendly
- Hard and fast worker
- Honest
- Likes responsibility
- Neat appearance
- Neat work habits & work spaces
- Positive attitude
- Problem solving skills
- Punctual
- Deliver quality work
- Quick learner
- Reliable
- Respectful
- Team player
- Willing to learn
- Willing to work overtime
- Works well under pressure
- Works well with others

Others: _____

Give examples of each of the above traits/strengths you checked:



MY PLAN FOR REACHING MY CAREER GOALS

Now that you know the career goal you are seeking, it's time to plan how to get there.

Training/Skills/Education I am missing:

I can obtain these through:

- Volunteer Work
- Paid/Unpaid Internships
- College/Trade School
- Self-Directed Studies
- Finding a Mentor
- Hiring a Coach to Help Me
- Asking Friends & Family for Help

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____



Tools/equipment I need to obtain:

I can get these by:

Traits/strengths I need to improve:

How I will go about improving these:

I will know I'm ready for my new career when:

If you desire to explore this further and take a deeper dive into this assignment, visit my website below to contact me and let's work together to make this happen!

