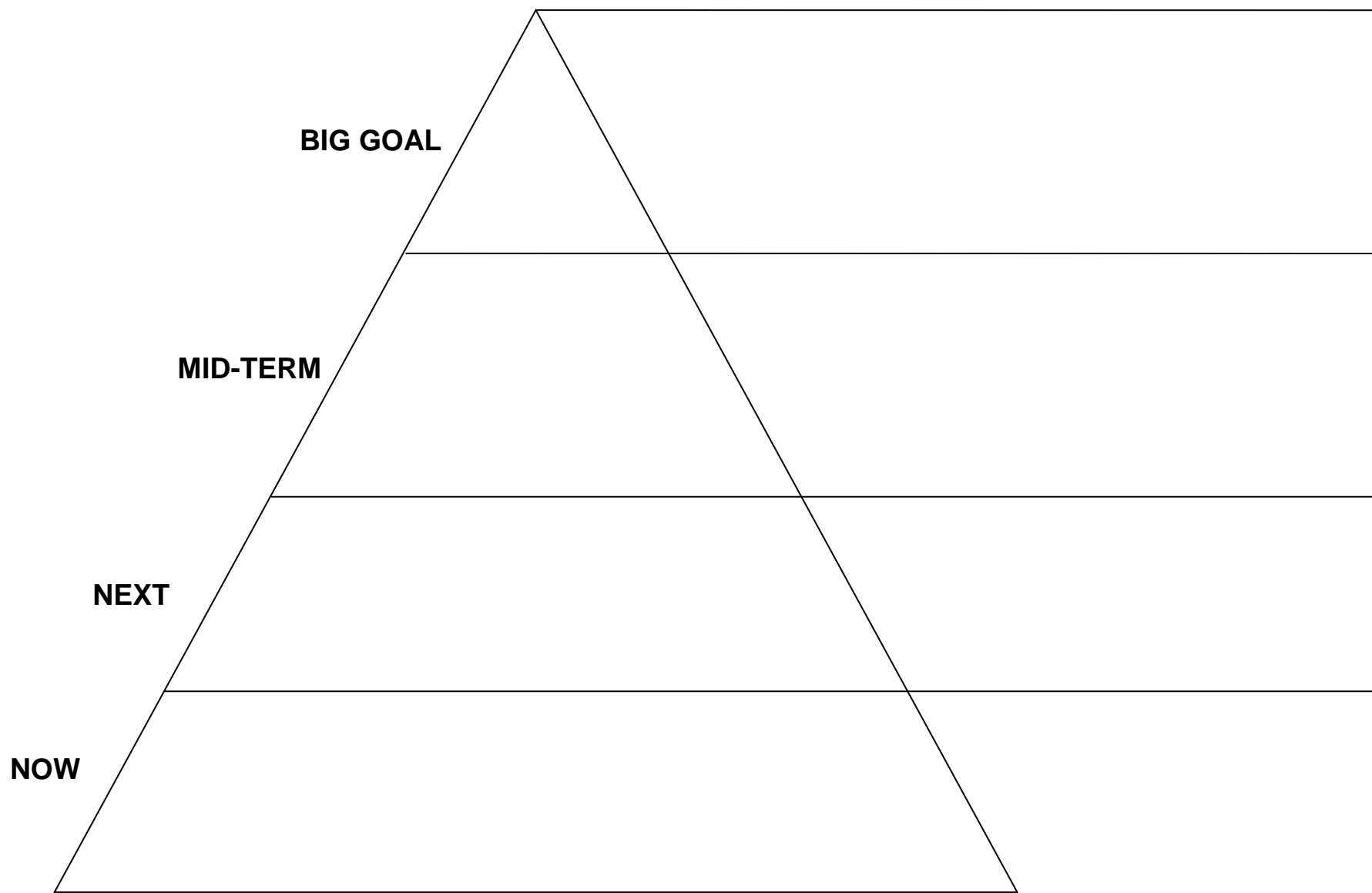


Worksheet 1: What do you value in your workplace?

Being content with my work	
Having major accomplishments	
Being well-liked	
Being creative	
Serving others	
Having authority over others	
Inventing something new	
Advancing my career	
Making my own decisions	
Being competitive	
Having high income	
Having status	
Choosing my work location	
Having interests outside of work	
Being self motivated	
Being loyal at work	
Challenging myself athletically	
Challenging myself intellectually	

Feeling needed and appreciated	
Pursuing excellence	
Having low work stress	
Spending time with family and friends	
Helping society	
Having time freedom	
Collaborating with colleagues	
Working for the environment	
Being well known	
Having power	
Being independent	
Having job security	
Taking risks	
Being active in the community	
Gaining new knowledge	
Influencing others	
Being part of a team	

Worksheet 2: Goals pyramid



Worksheet 3: Skill self-assessment

Targeted Goal or Job: _____

Item or Area	Rating	What does this support?	Needs action?	What are possible next steps that help me meet my goals?

Worksheet 3: Skill self-assessment (samples)

Targeted Goal or Job: _____

Item or Area	Rating	What does this support?	Needs action?	What are possible next steps that help me meet my goals?
Able to facilitate meetings	4	Being seen as effectively coordinating and leading others.	Y	Set aside time to plan meetings. Always publish a draft agenda with the meeting invite. Start shadowing people I think are good at this?
Ability to think abstractly, identify patterns, generate ideas.	8	I want to be seen as a highly talented business-oriented problem solver.	N	I need a way to showcase that I'm good at this. Find someone to partner with on an "extra" project? Talk to my boss about possibilities.
Leadership skills	6	I am an emerging senior professional. I have demonstrated leadership skill.	N	I have examples of this to draw on already. Keep building them, never hurts to grow in this area.
Project planning	8	I am highly experienced at this with several examples.	Y	Create a catalog of my projects. Find project testimonials of selected examples. Find metrics about outcomes?

Worksheet 4: Your resume – professional experience

Company Title Dates of employment	
The “So What” of this position	
Summary of responsibilities	
Your accomplishments (3–5 bullets)	

Company Title Dates of employment	
The “So What” of this position	
Summary of responsibilities	
Your accomplishments (3–5 bullets)	

Worksheet 5: STAR answers

The thing I'm trying to illustrate or demonstrate:	
Situation <ul style="list-style-type: none">● Context● Framing● Setup	
Task <ul style="list-style-type: none">● Objective● Goal● Event	
Action <ul style="list-style-type: none">● What I did● What I said● Skills I used	
Result <ul style="list-style-type: none">● Outcomes● Achievements● The difference	
"So what?"	

Worksheet 6: Career story starters

YOUR MOTIVATION

Something I feel called towards is _____.
A challenge that I know I face in my life is _____.
I find _____ is consistently in my way.
Something I have always aspired towards is _____.

THE LEARNING

I often think of _____ because they taught me _____.
A lesson I have applied again and again is _____.
I'm so grateful that I learned _____; it has been so helpful.

THE CHALLENGE

Had I not overcome _____ my life would have been completely different.
I often think of all the preparation to achieve _____; it made all the difference.
I think my greatest challenge so far has been to _____.

YOUR NEW ABILITY

After I overcame _____, I understood that _____.
Now that I can _____, it has made a huge difference.
Once I had gained _____, I was able to make real progress.

YOUR NEW ROLE

After all that has happened, I'm now able to _____.
The biggest change was on the inside. Now I always feel _____.
All the learning and doing I've done has enabled me to give _____ to my community.
I'm proud that I can make a contribution like _____ today.

Worksheet 7: Career story

MOTIVATION	
THE LEARNING	
THE CHALLENGE	
YOUR NEW ABILITY	
YOUR NEW ROLE	

Worksheet 7A: Career story feedback

Work with a friend. Tell them your career story just like you would at an interview: don't tell them the parts, just talk! Afterwards, give them this page and see if they can answer the questions.

What inspired this person?	
What did they have to learn, and who did they learn it from?	
What challenge have they overcome?	
What did they achieve?	
What skills and abilities do they have now?	

What 3 words summarize your impression of this story?

1. _____

2. _____

3. _____

What might a hiring manager be concerned about when hearing this story?

Worksheet 8: Thinking about a job change

What are you comparing?			
TANGIBLES			
Wages <i>Hourly or annually</i>			
Bonus pay <i>Commissions, incentives, etc.</i>			
Health & Wellness Benefits <i>Quality of the plan, as well as costs</i>			
Long-term incentives <i>Stocks, discounts, or similar</i>			
Retirement benefits <i>401(k), pension program, etc.</i>			
Paid time off <i>Vacation, sick, family, etc.</i>			
Product Discounts			
Educational benefits & reimbursement <i>Tuition or book reimbursement</i>			
Professional development <i>Expenses, time off, conferences</i>			
Company training <i>How often? What kind?</i>			
INTANGIBLES			

What are you comparing?			
Professional advancement			
Work you enjoy doing			
Relationship with supervisor			
Professional network inside company			
Your reputation at the company			
Reputation of the company <i>Does it help you in any way?</i>			
Commuting <i>Time, transportation mode</i>			
Job-related travel			
Schedule flexibility			
Work/Life balance			
Job security/stability			
Consistent vs. new & different work <i>Is the work routine or changing?</i>			
CONTEXTUAL			

What are you comparing?			
Industry you care about			
Aligns with your goals			
Aligns with your values			
Company size <i>Small? Large? Private/public?</i>			
Social investment of the company			

Worksheet 8: Thinking about a job change (sample)

What are you comparing?	CURRENT POSITION	I WOULD DEFINITELY SAY YES	THE THING I AM CONSIDERING
TANGIBLES			
Wages <i>Hourly or annually</i>	\$75,000.00	\$90,000.00	\$85,000.00
Bonus pay <i>Commissions, incentives, etc.</i>	10% (\$7.5K)	15% (\$13.5K)	10% (\$8.5K)
Health & Wellness Benefits <i>Quality of the plan, as well as costs</i>	Family coverage (\$250/month)	Same or better	Family coverage (\$200/month)
Long-term incentives <i>Stocks, discounts, or similar</i>	No	No	No
Retirement benefits <i>401(k), pension program, etc.</i>	Yes (vested) Matches first 6% at 50%	Same	After a year, matches first 4% at 100%
Paid time off <i>Vacation, sick, family, etc.</i>	4 weeks	4 weeks	3 weeks (+1 after 5 years)
Product Discounts	No	Same	No
Educational benefits & reimbursement <i>Tuition or book reimbursement</i>	Degree: \$3,000/year with at least 3.0 GPA Books: \$500/year	Nice, but I'll take salary instead	\$2,000/year with passing grades; no books
Professional development <i>Expenses, time off, conferences</i>	Up to a week a year time off		
Company training <i>How often? What kind?</i>	Promised; never happens (Budget)		
Conferences	No	Would really like 1/year	
Memberships, Subscriptions	\$200/year reimbursable	Same	None

What are you comparing?	CURRENT POSITION	I WOULD DEFINITELY SAY YES	THE THING I AM CONSIDERING
INTANGIBLES			
Professional advancement	Yes, but I'd have to change dept.	Would like a career path	They say they have one
Work you enjoy doing	Yes, but I'm bored.	This is a must	I think I'll enjoy it
Relationship with supervisor	Good		Supervisor seems like he'll be OK
Professional network inside company	Good		None yet
Your reputation at the company	Good		Need to develop this
Reputation of the company <i>Does it help you in any way?</i>	Good company		Good reputation
Commuting <i>Time, transportation mode</i>	35 minutes, and near kids' school	About 30 mins, near school	30 minutes, not near school
Job-related travel	Very rare	Same	None expected (rare)
Schedule flexibility	Up to supervisor (OK)	Medium	Said yes to what I asked about
Work/Life balance	OK	I'd like to stop on-call work	On-call once per quarter, expected
Job security/stability	Stable, been there 5 years	Stable company	Seems OK
Consistent vs. new & different work <i>Is the work routine or changing?</i>	Work has gotten routine		Will be new!

What are you comparing?	CURRENT POSITION	I WOULD DEFINITELY SAY YES	THE THING I AM CONSIDERING
CONTEXTUAL			
Industry you care about	Not really	Not important	Not important
Aligns with your goals	Used to, doesn't now	Really needs to	Does align
Aligns with your values	No, but not against them	Would be nice	Seems OK
Company size <i>Small? Large? Private/public?</i>	Large, Private	Any	Medium-sized, growing, private
Social investment of the company	1 volunteer day/year		1 volunteer day/year