

CAREER CLARITY

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CAREER COACH

The Career Clarity worksheets have been designed to help you gain clarity about the ideal career, work or job for you. They help to sharpen your focus as you work towards creating your future career, allowing you to pursue the role or work you want and stop wasting your time with jobs that hold no interest.

“Possible Me” Worksheet

Thinking about the best elements in every possible job you have done in the past and every type of work which has appealed to, irrelevant of whether you currently have the skills and knowledge to do those roles and considering whether these features are part of a future “Possible Me”. This might also include you starting your own business. Write down the business or job title and then consider the following:

- o What would energise me about this role/work?
- o What would drain me about this role/work?
- o What barriers or obstacles are getting in the way of me doing this role/work?
- o What strengths do I bring to this role/work?

“Ideal Future Work” Worksheet

In the “Ideal Future Work” worksheet, I am asking you to take elements from “Possible Me” and to expand further with greater specificity so that you are building up a detailed picture of what your ideal future might look like and consist of in relation to your work, career or business. As with any outcome you are seeking, if you don’t know what it is you are aiming for, then how will you know when you have got there?

It’s important to begin to zone in on the features you want to be present, even if at this stage you are not 100% sure of your end goal.

Highlight the following:

- o What my ideal work environment will consist of?
- o What my ideal working hours would be?
- o What my ideal location would be? How far would I be prepared to travel?
What travelling times would be acceptable to me?

- o Who are the kind of people I'd most like to work with?
- o What kind of tasks would I be doing?
- o What sectors/industries would I find interesting and appealing?
- o Which of my strengths would be utilised and how?

"Avoid At All Costs" Worksheet

The "Avoid At All Costs" worksheet, helps you to gain clarity on things you definitely don't want to exist in your future career or work. These features might be as follows:

- o What roles would not fit with me or my values? Which roles are to be ruled out immediately?
- o What activities do I definitely don't want to do?
- o What type of people would I find draining if i was to work with them?
- o What sectors/industries don't appeal or interest me?
- o What working hours would I struggle with?
- o How far is too far and what is the longest I am prepared to commute? Am I prepared to take multiple modes of transport if necessary?
- o Are there any other features to totally avoid?

For some people, it is easier to think about these features than it is the Ideal Future Work, so the order in which you complete these, is entirely up to you.

It is worth completing these exercises, then leaving them for a couple of days before returning to them. Often we have more thoughts and ideas as our unconscious mind processes our considerations further.

Through completing these worksheets, you will have gained more clarity about what you want your future work to look like, giving you an idea of where to focus your attention and highlighting what you can dismiss immediately.

"POSSIBLE ME" WORKSHEET

BUSINESS / JOB TITLE

- 1.
- 2.
- 3.

WHAT WOULD ENERGISE ME ABOUT THIS ROLE?

- 1.
- 2.
- 3.

WHAT WOULD DRAIN ME ABOUT THIS ROLE?

- 1.
- 2.
- 3.

POSSIBLE ME

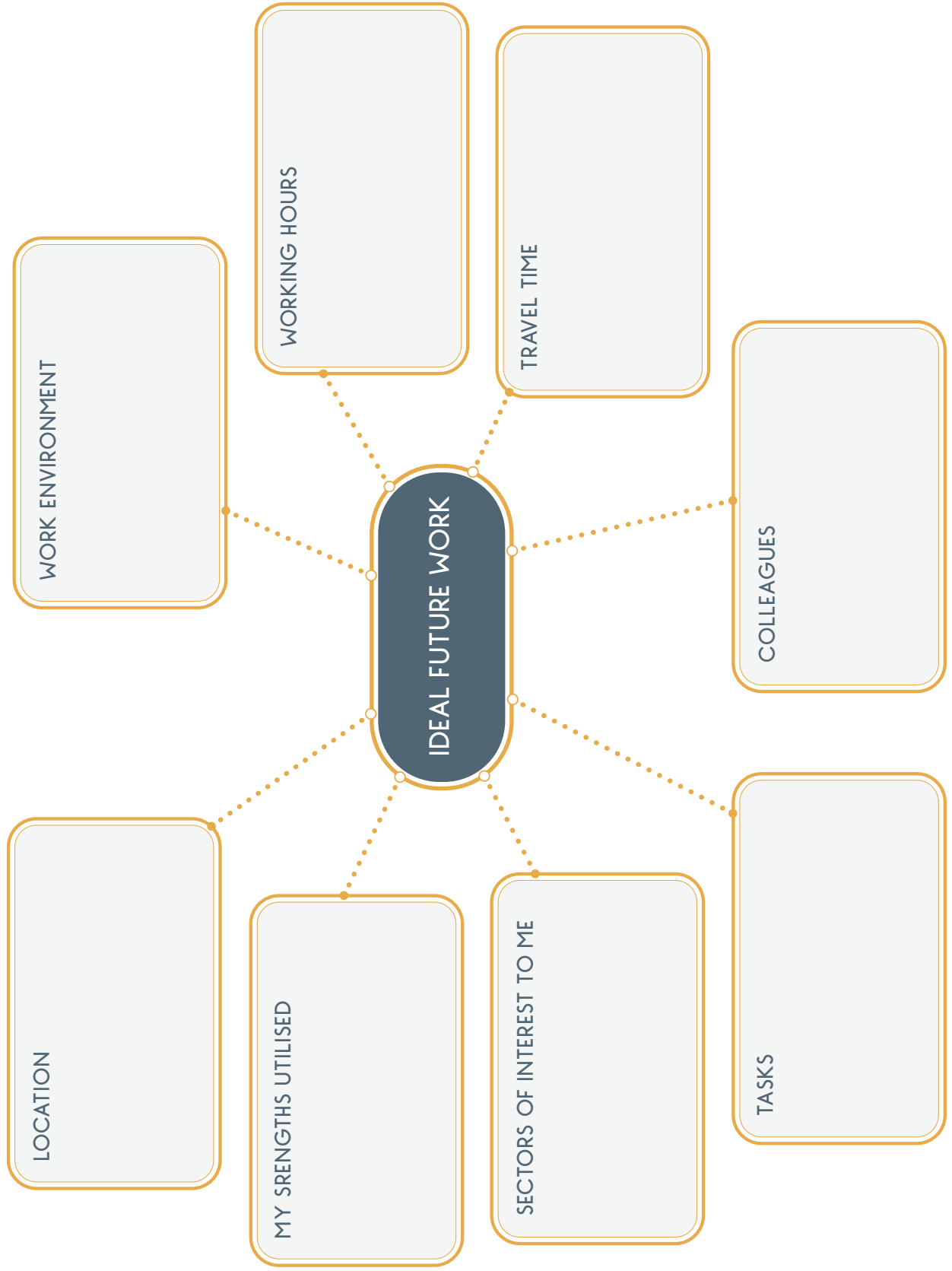
STRENGTHS YOU BRING TO ROLE

- 1.
- 2.
- 3.

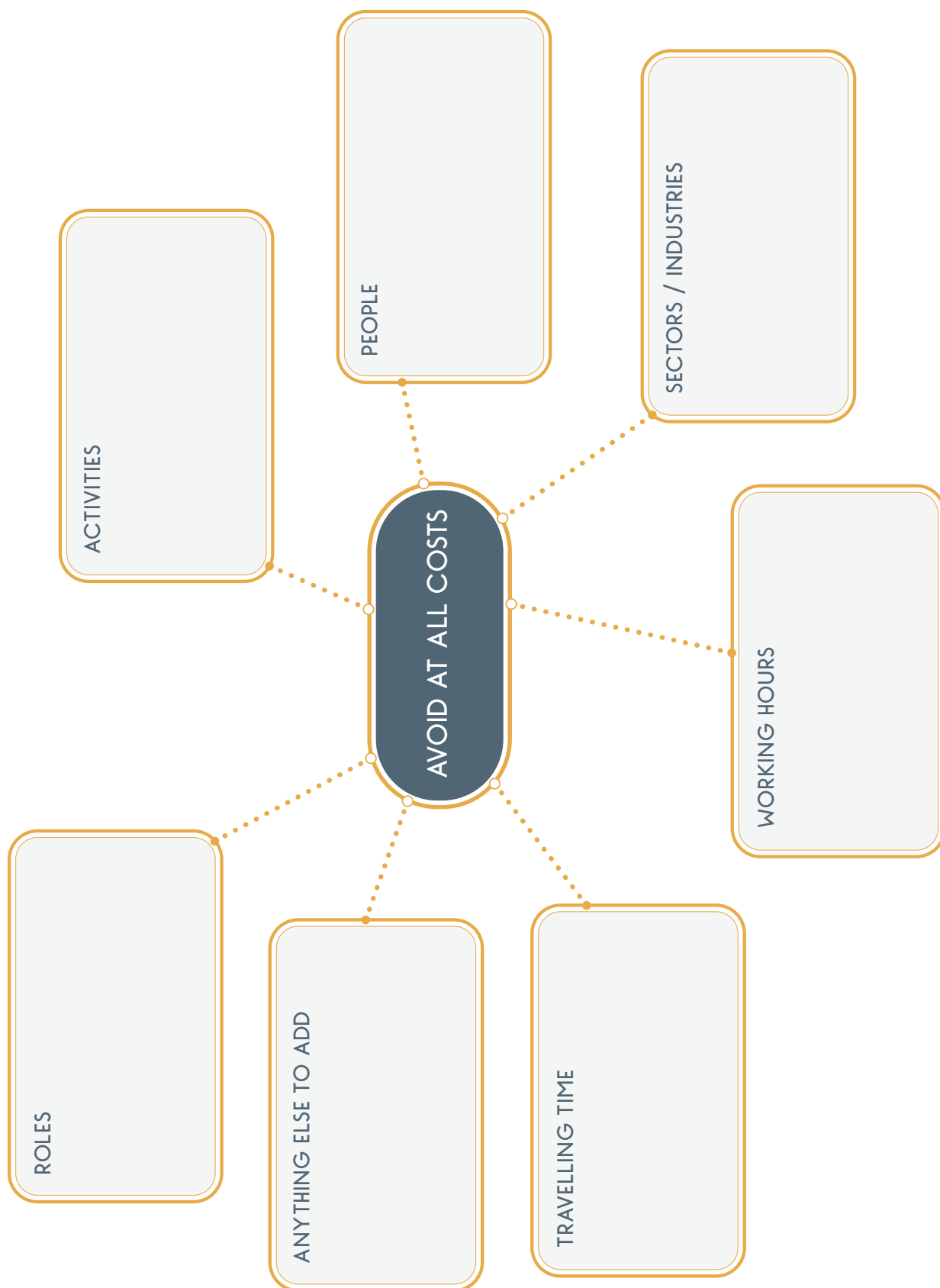
BARRIERS OR OBSTACLES

- 1.
- 2.
- 3.

"IDEAL FUTURE WORK" WORKSHEET



“AVOID AT ALL COSTS” WORKSHEET



NOTES



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