Career Choices – Self-Assessment Tool

You should plan on spending a few hours on this process. It’s best to be someplace that you can concentrate and focus. Make great notes. Ideally, you would work through this once, then revisit it a few days later to see how it all feels. Once you feel it is an accurate reflection of your thoughts, share it with people close to you to get some added perspective and perhaps make changes.

1. **Motivators**
   - What are my motivators? What makes me want to perform at a higher level? What needs to be in any new role that I may take on to make me excited about going to work?

2. **Likes**
   - What are all the things that I like about my current role? (And/or what are all the things I liked about a previous role?)

3. **Dislikes**
   - What are all the things that I dislike about my current role/previous role?

4. **Values**
   - Think about what values are important to me within each of the following areas: (What is it that I truly want to achieve in each?
     - Career
     - Family
     - Personal
     - Community

5. **Skills**
   - What Skills do I want to leverage? Why?
   - What is the one thing I do very well? (What is my “unique ability”? Is there something that people have always told me that I do well?)
   - What new skills do I want to learn? Why?

6. **Life Mission**
   - Write a short (200 words) mission statement for your life. What is your image of the future? This future may be over the next 5 or 10 years, or you may look beyond that.

7. Near-Term Priorities

➢ What are my near-term priorities? What is important in my life at this point in time? Why?

8. Education/Skills Training

➢ What new skills must I learn or what education path would I need to take in order to be better positioned to achieve my life mission?

9. Personal Screen

➢ What characteristics must be present in any new career?
➢ What characteristics would be nice to have present in my new career?
➢ What characteristics must be absent?

10. Next Steps

➢ Reflect on your life mission, motivators, skills and values. Review any/all options using the information you have prepared using the above ‘screening tool’.