



a career workbook

goals + roadmap + strategy + mindset

“ENJOY the little things, for one day you may look back and realize they were the BIG things.” ~ Robert Brault



List 7 things you appreciate about your career so far.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Write out, in detail, an accomplishment you're most proud of.

What can you feel grateful for in your career?



“GRATITUDE turns what we have into enough,
and more. It turns confusion into CLARITY...
it makes sense of our past, brings peace for today,
and creates a VISION for tomorrow.”

~ Melody Beattie

“Your weaknesses will never develop, while your **STRENGTHS** will develop infinitely.” ~ Donald O. Clifton



Your strengths are like an internal magnet pulling you toward them.
What are you drawn to?

Write down work tasks and activities that are particularly satisfying.

List some areas you've experienced rapid and effortless learning.

What areas do you feel a drive toward continual development?

If you could wave a magic wand and do anything you want with your career, what's would you create?

What are common denominators between what you've been doing and what you want to do?

What do you visualize for yourself? Industry, role and money?

Write out what you visualize in first person, as if you have ALREADY achieved it. Start with I am so happy and grateful now that I...



Learn from the past, set **VIVID**, detailed goals for the **FUTURE**, and live in the only moment of time over which you have any control: **NOW**. ~ Denis Waitley

“VISION is a destination – a fixed point to which we focus all effort. STRATEGY is a route – an adaptable path to get us where we want to go.” ~ Simon Sinek



Create a roadmap. What roles are related to what you want to do? What are the job titles? (Explore LinkedIn or visit onetonline.org)

What hard skills, experience, and transferable skills do you have?

What strengths and skills do you need to develop?

If you knew how to create what's next, how would you do it?



“Success is 20% skills and 80% STRATEGY. You might know how to succeed, but more importantly, what's your PLAN to succeed?” ~ Jim Rohn

“PERSISTENCE is what makes the impossible possible, the possible likely, and the likely DEFINITE.” ~ Robert Half



Write down the actions you will take toward your career goal.

How do you have to feel to take those actions?

What do you need to think about your career goal to create the feelings that drive positive actions?

BELIEF

a thought you keep on thinking;

Limiting beliefs are those thoughts that hinder or narrow. Often these are happening in the background. When you encounter or attempt something new, your brain sends up a warning and the limiting belief shows up as a critical voice.

The good news is when you start to look out for and question the default thoughts of your operating system, you create space for new, intentional thoughts and beliefs.

Write down 5 new thoughts you will write down every day so you can turn them into beliefs about your career.



“Create the highest grandest vision **POSSIBLE** for your life,
because you become what you **BELIEVE.**”

~ Oprah Winfrey