

Career Checkup Worksheet & Check List



You get a health checkup right? Well, why not a Career Checkup too? You put in a lot of hours at work. How is it really going? Are there tweaks or major adjustments that need attention?

Use this Worksheet & Check List to assess where you are and if changes are needed, use the suggestions below and the more detailed ones in the **7 Keys to a More Satisfying Future at Work** book to improve your work satisfaction. You can also download a companion tool called Career Planning Guide at

www.your7keys.com. Use it if you have never made a career plan. Less than 10% do, but making your own plan really makes a difference in your future. With this Checkup tool and the Planning tool you can be so much further ahead at work.

Don't be afraid to do some "what if" thinking. You can use either tool at any stage of your career. The Career Planning Guide can help you make smarter choices. The Career Checkup Tool encourages you to stop and see how your career is playing out. One of the BIG THREE CAREER MISTAKES is leaving your career to others. The 60 mentors interviewed to create the book and these tools suggest using the tools to make sure you are ready for the next logical job change or promotion.

This is the Career Checkup Worksheet & Checklist Tool.

Look at the list below and check those areas that might need improvement or are not working for you.

1. Big Picture Issues:

- ☐ Your daily work is boring or otherwise unpleasant
- ☐ Your relationships with coworkers needs improvement
- ☐ Your relationship with your boss/supervisor could be better
- ☐ Your future potential is limited where you are
- ☐ Your physical/mental health needs more attention to increase career satisfaction
- ☐ Other: _____

If one or more of the items on the list apply to you, then a more major career change may be what you need. The Career Checklist can help you. When looking to future opportunities, keep these issues in mind.

Now take a look at the list below. It's more about tweaking your career, not making a major change. The Career Checklist can help you do that too.

2. Career Adjustment Issues:

___ What is your internal reputation? Does it need improvement?

___ Do the right people at work in and outside of your department know you and your work quality and capabilities?

___ Are you a 'Star' where you are? Are there actions you can take to further enhance your career reputation?

___ How well do you know yourself? Do you know your thinking style, how you relate to others at work. A little self-assessment from time to time can make a huge difference in your satisfaction and contribution.

___ Do you know the 'big picture' about your organization and your industry? The more you know about how everything fits in, the more you can make a difference.

___ What actions should you take now to be ready for future opportunities?

___ How can you grow your leadership skills...even if you aren't formally leading now, the ability to work with others for the common good is important. People look up to you...that is a form of leadership. You are an example. Future positions are likely to have you working in teams or as a supervisor or manager.

___ Never say never. That means try not to limit yourself to work that you are really comfortable with... consider stretching a bit, maybe a transfer or adding new skills might feel a bit challenging, but the more you do that the more success you will have.

The book ***7 Keys to a More Satisfying Future at Work*** has a chapter covering each of these issues and offers specific steps you can take if you decide some action is needed.

Remember that the 60 successful people who contributed to the book all began their careers in entry level jobs. One was Shoveling coal, another was a nurse's aide, another was a retail sales clerk. But they all 'made it' and the book shares their tactics and tools with you. It is on Amazon. **Is your career worth \$1 or 2 (Kindle)?**

You don't want to change positions only to find the issues you have today in your current work show up again.

Let's begin your career checkup with a look to the future. What is next for you? With the following sense of what you would like down the road, you can then compare where you are today and if some career adjustments will help you.

1. What is the title of the position you want to have (assignment change, promotion) next?

2. How soon would you like this change/promotion? _____

Now take a moment and ask yourself: Is there something in my career that would block you from getting this desired new position.

Get Connected and Get Noticed (Key 1: Chapter 4)

Here are two important career checkup issues that if not in good shape can hold you back:

a. ____ What is your internal reputation? Do you have an “image” problem? Is there some part of your performance or reputation that would cause you not to be considered for the position you want? List any issues here:

Next, what can you do (and when) can you make the changes needed?

b. ____ Do the right people at work in and outside of your department know you and your work quality and capabilities? Perhaps the fact you aren’t moving forward as fast as you would like isn’t due to an “image” issue, but rather that you are just not very well known. If that might be the case, then what can you do about raising your awareness. See pages 42-52 in the book to get very clear and see the proven steps. List your top two actions here and when you intend to take action.

Here are some of the proven ways to get better connected:

____ Find a mentor. The person I will ask to be my mentor is

____ Volunteer for the following task force or committee:

___ Get involved in the following industry organization:

___ Connect with the following peers outside my department:

___ Become a company-sponsored community volunteer in the following activity:

___ Share my career plan with:

___ Boss ___ HR ___ Co-workers ___ Social media

Are you a star where you are? (Key 2: Chapter 5)

List three things you need to look at in your career checkup in case you need to improve your success in your current position.

1. _____

2. _____

3. _____

List some “extras” that you do, or can do, to increase your star power beyond just meeting expectations. If you don’t have much to list here, make sure you list options above.

List the name or names of the future “stars” you want to help develop?

1. _____ 2. _____

Trust is one of the most important attributes of “stars.” If in your career checkup you decide that you need to improve your “trust factor,” list two things you could do.

1. _____ 2. _____

Know Yourself and What You Want from Your Career (Key 3, Chapter 6)

This section is all about creating a career plan. Remember only 8% of employees ever make one. See the downloadable career planning tool that walks you through making a plan step by step. It’s also in Chapter 6 of the book. In terms of a Career Checkup, the question is “do you have a plan?” This section is also about how well you know yourself. Your personality, your thinking style,

1. What is your leadership style?

___ Fireman (ready to handle emergencies — but not so good at longer range thinking)

___ Farmer (thinking and planning ahead, but not on top of current problems)

___ Dictator

___ Engager

2. What is your personality style?

___ quiet and don’t mix in well ___ life of the party ___ other type.

3. What is your thinking style? ___ left brain analytical type ___ right brain creative type

or, _____

These career checkup questions can have a significant impact on your career success. Doing some self-analysis or using online or even a discussion with a mentor or HR can be useful. See Chapter 6 in the book for detailed recommendations. The point is that if you are a mismatch in style or personality for the job you have or want, then see how you might need to adjust for greater success. See page 77.

What self-awareness tools have you used to understand yourself more deeply?

___ Myers-Briggs or other personality trait assessment

___ C.A.R.E. Profile or other thinking style assessment

___ Worked with a mentor

___ Worked with a career coach or psychologist

What did you learn about yourself, and how might you want to change, in order to make a positive difference in your career?

1. _____

2. _____

If you haven't done this type of self-analysis, what are you going to do about it, if anything?

1. _____

2. _____

Are you active physically? Do you have an exercise routine? Walking, home or gym workouts?

Are you mentally OK? Getting enough time away from work? Doing things that bring you joy and satisfaction? What actions do you need to take to be at your best?

Understand the Big Picture, (Key 3, Chapter 8)

What do you know about the business and industry your organization operates in?

The more you understand about where the money comes from, what the products and/or services are and who the stakeholders are, the better able you are to make a larger contribution. Check off those tactics you have already used and underline the ones that you intend to use in the future. These are both questions about what you know and need to know in your career assessment.

___ Research your company and your industry online. Go to your organizations website and look at what it is saying to the financial community, to regulators, to the public. When will you do this? _____

___ Have a conversation with other leaders in other parts of the organization. Learn what they do and how what you do relates to their success. This could be casual conversation in the coffee room or an intentional meeting. People like to talk about what they do. Connecting like this also increases your reputation and awareness.

What action will you take and when? _____

___ Learn about your organization's culture. Is it conservative, data driven, very open to creative thinking, etc. Knowing this can help you assess your career focus and how you present ideas. Is there a career check-up issue here? If so, what is it and what will you do differently? _____

___ Attending seminars or attending industry conferences or meetings and seeking formal education to learn skills that you realize in your career checkup that you are missing which you now realize are important to your overall organization can be a career checkup prescription to broaden yourself.

Be ready and Perform as Though You are Already at the Next Level (Key 5, Chapter 9)

Promotion and job change opportunities won't wait for you to get ready. This section can help you review where your career is at the moment. Does it need adjustment to be ready for your next job change or promotion opportunity. Go back and look at what position you said you want. Then ask yourself, what does my Career Checkup suggest concerning the items below: What education, training, or experience do you need to become a stronger candidate for the next job you want or promotion?

Education

Training

Experience

Where and when will you get this added education, training or experience? (Be specific.)

1. Who have you selected as your potential replacement?

(It's hard to move on if you are indispensable in your current job. More than one highly successful and career satisfied interviewee reported at least one time they were not promoted or offered a preferred assignment because they were so critical to their boss's performance success they were held back.)

2. Will you fit in at the next level? Do you look the part? Is your language (grammar and/or English as a second language), terminology, and work style compatible with other the people working at the next level?

Specifically, what do you need to do to demonstrate your readiness for the next job you want?

___ Wardrobe: Do you need to change what you wear to work?

___ Work Schedule: Do you need to adjust your work habits? How?

___ Personal Issues: Do you need to improve your grammar, speaking style, office organization, posture, hygiene, or anything else that might not fit in well in a new, higher-level position? If so, what, specifically?

Grow as a Leader (Key 6, Chapter 10)

You may not be thinking of yourself as a leader now, or perhaps even in the future as you are an accomplished IT, Financial, HR, Engineering or other professional that is not as directly seen as leading a lot of employees. However, just being you, performing well in your field is a form of leadership. People will look up to you. You are an example to them. And, even with peers, knowing how to engage people for a positive outcome is an important component of leadership.

If you are a crew leader, a department head, a director or officer or aspire to these positions, then building leadership skills are even more relevant. In today's workplace poor leadership is often one of the top three reasons employees are not fully engaged in their work.

So, spend a few minutes reviewing Key number 6 just to do your career checkup.

1. Who do you consider good leaders? What makes them effective?

2. Have you noticed (it's all over the business publications too) that Chief Executive Officer or CEO is now Chief Engagement Officer? The change reflects newer generations at work and the fact that almost every employee wants to be valued. Part of that is being listened to and invited to be part of the future. What is your sense of your career check up on this issue. Any changes you feel are important to make? If so what and when?

There are tips in Chapter 10. Share the credit, invite everyone to be part of discussions, be open about your own feelings and concerns. The Superhero Leader who has super powers and all we have to do is follow him or her is dead.

Never Say Never Get Out of Your Comfort Zone & Capture the Butterfly Moments (Key 7, Chapter 11)

Company policies, procedures, and traditions can only guide employees. The more senior you are, the more you will face crises and challenges where you and your team must determine the best path forward. That will take flexibility and the confidence of having faced tough situations successfully in the past.

List two situations in which you demonstrated flexibility in the last 12 months or could demonstrate flexibility in the next 12 months. (Think job transfer, applying procedures creatively, or taking on a new project)

1. _____

2. _____

If you were asked to relocate in order to move your career along, what things, if any, would prevent you from accepting the move?

1. _____

2. _____

What concerns would you have if you were offered a promotion into management, where your future success would depend upon team performance, rather than your own personal specialist or technical expertise?

1. _____

2. _____

3. _____

What, if any, relationship problems do you have at work, and what can you do about them?

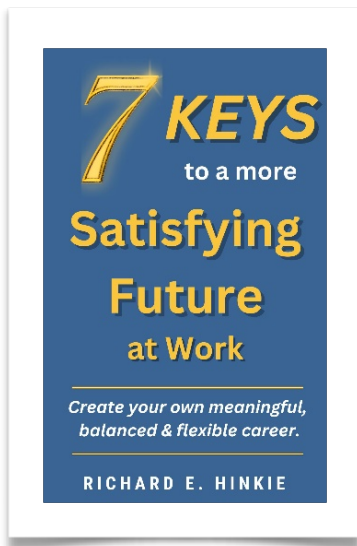
1. _____

2. _____

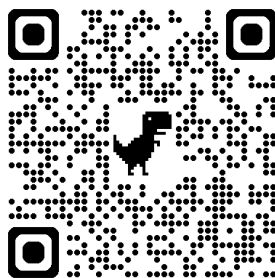
What part of your next job change or promotion will be especially difficult for you? (Consider workload, stress, impact on family, further development requirements.)

1. _____

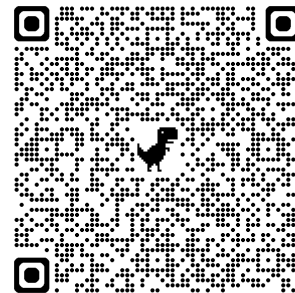
2. _____



Now that you have completed this Career Checkup and considered some of the action steps you identified, we highly encourage you to use this checkup up guide as a “to do” list. We wish you every success and satisfaction at work and in your life. Below is the QR code to the book on Amazon. Remember you can go to www.your7keys.com for information and downloads of this Career Checkup and the Career Planning Guide. You can also go to either the Apple App or Google Play site and download the 7 Keys to work satisfaction app.



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