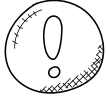


# Career Planning Worksheet



## Instructions



This worksheet is a companion to the Career Planning Activity in Moodle. It is suggested that you keep the activity instructions open in your computer as you fill in each of the four sections of this worksheet.

## 1. Clarify Your Vision

Whether this is your first time to develop a vision, or revisited and honed your career objectives over the years, we invite you to answer the following questions, which can help you clarify your career and life vision. Think of visioning as a dreaming activity. How would you love to live in all areas of life, such as relationships and activities—free of any challenges. What would your lifestyle look like?

Jot your answers to the questions in the worksheet below:

What is your ideal life?

Envision what your world would look like. ...

What do you want to accomplish in this lifetime?

Do you prefer to spend time alone?

Or do you spend a lot of your time with groups/teams of people?

Who is important to you?

Who would you like to spend time with?

On what would you like to spend your time and energy?

Where would you live? Or would you have more than one home base?

Do you want to leave a legacy? If so, what is it?

What are your beliefs about yourself and your world?

What do you enjoy doing?

What are you engaged in when you're "in the zone"; those moments when you lose track of time and you're deeply immersed?

What interests are you motivated to engage in and learn?

## 2. Evaluate Personal Assets and External Factors

Review your list of values that you identified from the **Uncovering Personal Assets Worksheet** and add these values to the Values area below. Continue this process with the skills you enjoy, the skills you want to develop, interests (from the **Personal Assets Inventory Workbook**), and your personal factors. Enter them in the spaces provided below or write them in your personal journal. Next, carry on with the same process from your **External Influences Worksheet** and enter what you identified in the spaces provided.

<b>Themes:</b> <hr/>     	<b>Visions:</b> <hr/>     	<b>Values:</b> <hr/>     
<b>Skills you enjoy:</b> <hr/>     	<b>Skills you want to develop:</b> <hr/>     	<b>Interests:</b> <hr/>     
<b>Personal factors:</b> <hr/>     	<b>LMI:</b> <hr/>     	<b>Industries of interest:</b> <hr/>     

Occupational Information	External Factors	Reason(s) I Work

Potentially impactful trends:

**This is a pivotal moment!** This is a summation of all the information that you have ascertained about yourself. With curiosity and objectivity, reflect on your unique composition.

<ul style="list-style-type: none"> <li>•What insights can you glean from this summary of details that is a reflection of you?</li> <li>•What is it telling you?</li> <li>•Are there any surprises?</li> <li>•Is there anything that you would like to investigate further or take action on?</li> </ul>

If you want to debrief all of your findings and someone to bounce ideas with or you are struggling to make sense of your summary, please book an appointment with a Career Advisor in the Career Services at libcal, <https://libcal.royalroads.ca/appointments/>

Continue to step 3 on the next page...

### 3. Two Strategies to Manoeuvre Through Uncertainty

#### #1. Scenario Thinking

Imagine and develop three scenarios:

- A realistic scenario based on what is happening today,
- a worst case scenario, and
- a best case scenario.

Next, think of contingency plans for each of those challenges in each scenario. Try not to get mired down on detailed descriptions of these scenarios.

<b>Realistic scenario</b>	<b>Contingency ideas</b>

<b>Best-case scenario</b>	<b>Contingency ideas</b>

<b>Worst-case scenario</b>	<b>Contingency ideas</b>

#### #2. Freelance/contract work

A second way to manoeuvre uncertainty is to consider the pursuit of freelance or contract work.

- The primary benefit—especially in an unpredictable climate—is to be as agile and portable as possible.
- The downside is that there may be more instability, continual career search, and quite possibly no benefits or paid holidays.

In uncertain times, this could be a potential solution for the short-term whereas for those who value freedom and autonomy, this could be a long-term career trajectory.

## 4. Establish Near And Not Too Distant Goals

It is still useful to identify goals even when the ground is unstable. These goals need to fall out of your big picture direction, or vision. The key is to have an adaptable mindset and be unattached to the outcomes.

Answer these questions below, or in your own journal.

Based on your (now) direction or vision, what are 4-5 concrete, actionable steps that you can accomplish in the near future—with specific timelines?

Additionally, what are 4-5 concrete, actionable steps that you can accomplish in the not too distant future—with specific timelines?

If the pursuit of freelance/contract work is a conceivable option, what would you need to do to move this forward? Follow the steps above to create actionable steps.