



Career Planning Workbook



Greight Company, LLC.

Greight Company Career Coaching Tools | Career Planning Workbook

Name: -----Date-----Place-----time-----

Congratulations on choosing to plan for your career. This is one of the best decisions you will ever make in your work life and for your future. Work will remain a larger portion of your life. Planning your career is key to having a fruitful and gratifying work life.

This workbook is designed to help you discover your who you are, explore your career opportunities, set goals for career path and take practical actions to achieve your career goals. If you have questions, our career coaches are just an email away.

Knowing Myself: Self-Actualization Activities / Questions

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Who Am I?	Where am I going to in Life?	How Do I get there?	Challenges I foresee & Possible solutions
<div>-My strengths</div> <div>-My weaknesses</div> <div>-My interests</div> <div>-What do I do well? / My abilities</div> <div>-What don't I do well?</div> <div>-My values (things that are important to me)</div> <div>-What can I do for others to be paid for?</div>			

My personal definition of a fulfilling and gratifying work life: (include intrinsic or extrinsic rewards such as monetary, mission accomplishment etc).-----

My volunteer, internships or work history experience

From the all the volunteer work or internships or any kind of jobs that I have engaged in I have the most interest and experience in (check one or two that apply)

____ Working with people _____ Working with things _____ Working with Data

My top three work values are

1.

2.

3.

My first 3 skills are

1.

2.

3.

Identifying My Dream Job or Career life:

My top three interest areas are

1.

2.

3.

Three occupations I would like to explore

Occupation 1:

Occupation 2:

Occupation 3:

Three things a person in this occupation does or primary responsibilities

1.

2.

3.

This occupation matches my interests, values, skills, desired salary and experience in the following way (s).

Three things a person in this occupation does or primary responsibilities

1.

2.

3.

This occupation matches my interests, values, skills, desired salary and experience in the following way (s).

Three things a person in this occupation does or primary responsibilities

1.

2.

3.

This occupation matches my interests, values, skills, desired salary and experience in the following way (s).

Top three companies or organizations I would like to work with

1.

2.

3.

What education, background, experience, or skills do they require?

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Education

☐ High School certificate ☐ University Graduate ☐ Masters Degree ☐ PhD ☐ Other (Specify)

My current educational level-----

The total number of years of work experience I have in this field is ----- (this can include volunteer work or unpaid internships)

From this evaluation (tick all that apply)

☐ I have the education required

☐ I have the work experience required

☐ the skills required

☐ The salary matches what I desire

☐ The Job, Company or Organization's core values matches my personal work values

☐ I am willing to relocate or travel several times if the job or career requires me to.

☐ I need additional (circle all that apply) work experience, Education or Training.

Planning to succeed: Set smart goals. Take the smallest step toward achieving your career goal.

My Career Goals

Your long-term goal will determine your short term goal. Taking the smallest step every day to achieve your short-term goal will eventually lead you accomplishing your long term Career goal.

Short Term (6months-1 year)

Long Term (5-10 years)

1.

2.

3.

Steps I need to take: To be completed by

1.

2.

3

1.

2.

3.

Steps I need to take: To be completed by

1.

2.

3.

Want more out of your career and professional life? You can enroll in our career coaching program today. Just email our career coaches at info@greightcompany.com or visit www.greightcompany.com to learn more.

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At Greight, our career coaches and corporate trainers are dedicated to helping you achieve your career goals.

Since 2010, our team has helped career professionals from all walks of life to start, manage and thrive in different career fields.



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