



Greight Company Career Coaching Tools | Career Planning Workbook

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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

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

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 peopleWorking with thingsWorking 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	Three things a person in this occupation does or primary responsibilities	Three things a person in this occupation does or primary responsibilities
1.	1.	1.
2.	2.	2.
3.	3.	3.
This occupation matches my interests, values, skills, desired salary and experience in the following way (s).	This occupation matches my interests, values, skills, desired salary and experience in the following way (s).	This occupation matches my interests, values, skills, desired salary and experience in the following way (s).

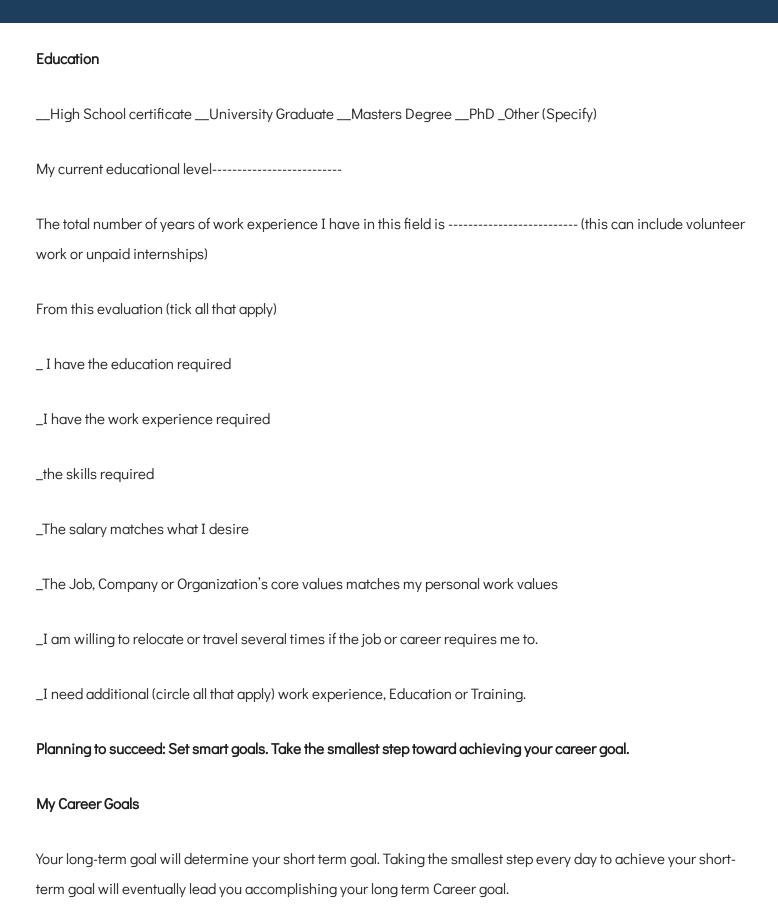
Top three companies or organizations I would like to work with

1.

2.

3.

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



Short Term (6months-1 year)	Long Term (5-10 years)
1.	1.
2.	2.
3.	3.
Steps I need to take: To be completed by	Steps I need to take: To be completed by
1.	1.
2.	2.
3	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.

Greight Company, LLC

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.

