

MOVING ON: TAKING THE NEXT STEP IN YOUR CAREER

Career Planning Worksheet

Career Factors:

1. Money/ Benefits: you want to earn as much money as you can with great benefits.
2. Time: you value personal time greatly; you want a workweek based on traditional or set hours.
3. Upward Advancement: you want real opportunities to move up within the organization.
4. Excitement/Interesting- you want to be interested, challenged, and excited about work.
5. Stability- Low chance of being laid off, choice to stay for a long time.
6. Environment- you want a congenial workplace environment.
7. Other- personal factors, such as low stress.

1. Rank these factors in the order of importance for you. For example, you would choose excitement over stability if you would rather have an exciting, interesting job even though the risk of layoff is greater. Or you would choose money over time if you want earn as much money as you can in your job even though it means that your work cuts into your personal time.

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

2. Score each factor on a scale from 1 to 10 where 10 is very important to you, 1 is not important to your, and 5 is neutral, no real preference.

Money/ Benefits:	_____
Time:	_____
Upward Advancement:	_____
Excitement/Interesting:	_____
Stability:	_____
Environment:	_____
Other:	_____

3. Describe your dream job today. Be as specific as possible.
