

CAREER REFLECTION

PREP™

PAUSE

A lot of energy is wasted spinning our wheels without giving ourselves the time to consider what we are really looking for out of a job. Before launching into a full-on job search PAUSE and reflect on what you truly want and need out of a career.

REFLECT

Start with the logistical aspects of what you want and need from your job.

1. How many hours/week do you want to work?

1. What are your wage/salary expectations?

2. Where do you want to work? *(remote, office, combo)*

3. Do you prefer set working hours or flexible hours?

4. Do you want/need benefits?

5. Do you have an expected level or title?

6. What size company/office?

- Small (less than 20)
- Medium (less than 100)
- Large (100+)
- No Preference

7. What kind of workplace & culture do you prefer?

- High intensity / low stress _____
- Team / Individual work _____
- Highly social / Highly independent _____
- Relaxed / Formal _____

8. What motivates you in your work?

- Social impact/Mission-focused
- Personal fulfillment
- Career advancement
- Financial security
- Work community

EVALUATE

Assess and prioritize all the aspects you have listed above.

1. What factors are an absolute must (ex. Benefits, hours...)?

2. Which items you can be flexible on (ex. Location, company culture)?

3. What is not that important to you in a position (title, size)

PURSUE

If you can home in on the highest priority items when job searching, you can filter out the noise and focus on the best suited opportunities.

When you have a better sense of what you want you can reach out to the right people.

1. Put it all together. Combine the information you assessed from the previous self-reflection exercise with this worksheet's information to filter your job search.
2. Research & Explore
 - What career paths work with your responses? Use this [guide](#) to assist you.
 - Which industries suit your values? Use this [guide](#) to assist you.