

Shifting Gears: Preparing for a Career Change



April 2023



Finding Your Center: Staying
Grounded While Navigating Decisions

What Matters Journal Exercise

Take a moment to reflect & journal what you want out of life, whether it's professionally or personally related. Below are some questions to help guide you in this moment of reflection.

What in your life right now gives you a sense of meaning, purpose, &/or vitality?

If you could do anything & money wasn't a problem, what would you want to do?

What matters most in the big picture?

What do you want to be known for?

Skill Assessment Worksheet

Review the skills listed below. Place a checkmark in the 'strength' column if you view this as a strength or area you bring to the table. Place a checkmark in the 'needs improvement' column if this is a skill or area you need to be improved before feeling competent.

Communication Skills	Strength	Needs Improvement
Write, edit, translate, interpret or critique words		
Speak in public, debate, advocate, present or demonstrate an idea		
Facilitate a meeting		
Comparing or cross-checking multiple lists		
Filling out forms		
Writing reports, letter and memos correctly		
Reading and understanding policies and memos		
Comfortably speaking to others you do not know		
Taking notes while someone speaks		
Finding information		
Explaining things to other people		
Counsel or advise others		
Listening to others		
Other:		

Technical Skills	Strength	Needs Improvement
Build or construct things or structures		
Do skilled crafts or use hand coordination with tools		
Operate vehicles, machines or electronic equipment		
Repair or set up machines or equipment		
Installing things		
Work with earth and nature		
Gardening, landscaping and farming		
Other:		

Management & Self-management Skills	Strength	Needs Improvement
Administer, set goals, and priorities, plan or make decisions		
Initiate, assess needs, anticipate or create change		
Manage people, delegate tasks, direct, oversee or motivate		
Sell, negotiate, convince, promote or persuade		
Keeping a cheerful attitude		
Getting interested/excited about the task at hand		
Offering to help when it's needed		
Knowing how to take directions		
Motivating myself to do what needs to get done		
Prioritizing tasks so that the larger goal is met on time		
Presenting a neat and professional image		
Checking your own work		
Seeking help when needed		
Being eager to learn		
Speaking up for yourself		
Solving problems in a cooperative way		
Other:		

Creative/Artistic Skills	Strength	Needs Improvement
Perceive intuitively, sense, show insight or have foresight		
Use artistic probability, photograph, decorate, paint or sculpt		
Use creativity, visualize, imagine, brainstorm or design		
Use musical ability, sing, compose or play instruments		
Presenting artistic ideas		
Visualizing shapes		
Designing		
Drawing, illustrating, sketching		
Other:		

People & Social Skills	Strength	Needs Improvement
Care, treat, heal, nurse or rehabilitate others		
Counsel, empower, coach, guide or listen to individuals		
Host, comfort, please, make welcome or serve customers		
Plan social, recreational or other group events		
Problem-solve, mediate or network with people		
Teach, train, instruct, inform, or explain to groups		
Caring for children responsibility		
Caring for the sick and elderly		
Calming people down		
Helping people complete a task		
Knowing how to get along with different people/personalities		
Leading groups or activities		
Other:		

Number Skills	Strength	Needs Improvement
Computer, calculate, compare or record numbers		
Forecast, appraise or estimate numerical information		
Doing arithmetic correctly		
Using percentages and decimals		
Estimating costs and/or time needed to complete job		
Using a database program on a computer		
Creating and managing a budget		
Other:		

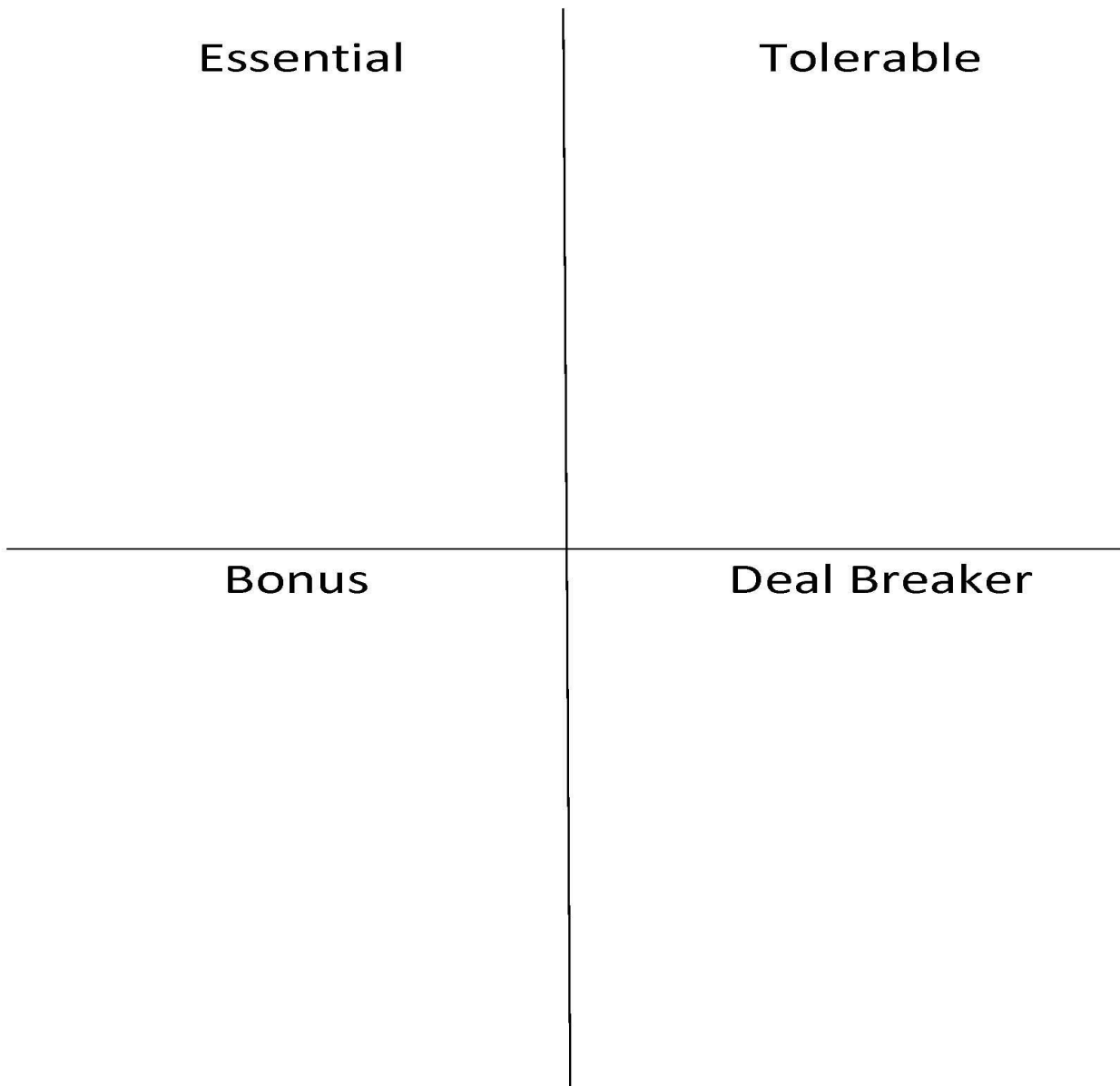
Critical Thinking & Investigating Skills	Strength	Needs Improvement
Analyze, use logic, problem solve, examine		
Conceptualize, adapt, develop, hypothesize or discover		
Evaluate, assess, test, appraise, diagnose		
Observe, reflect, study or notice		
Research, investigate, read or interview		
Synthesize, integrate, unify or conceptualize ideas		
Other:		

Business Skills	Strength	Needs Improvement
Working with computers		
Using a business telephone		
Working with budgets		
Account, budget, program or systematize financial data		
Attend to detail, copy, inspect or transcribe		
Setting up and closing out a cash register		
Managing money and bills		
Organizing, filing, updating, categorizing or arranging information		
Writing business documents		
Coordinating events		
Fundraising		
Other:		

What are you looking for?

Knowing what you are seeking out can help keep you grounded during the job search process. Use the quadrant below to reflect on your employment wants and needs, and keep this list handy as you review job offers. Remember to periodically update the quadrant should your stance on these topics change over time.

Topic examples can include: Location, commute length/complexity, salary, benefits, work setting, work environment, type of schedule, type of work, organizational values, etc.



Transferable Skills

Set of skills you have acquired in a job, team or volunteering that you can use in many different settings. *Circle the skills that apply to you.*

Communication

The skillful expression, transmission, & interpretation of knowledge & ideas.

- Speaking effectively
- Writing concisely
- Expressing ideas
- Facilitating group discussion
- Providing appropriate feedback
- Negotiating
- Perceiving nonverbal messages
- Persuading
- Reporting information
- Describing feelings
- Interviewing
- Editing

Research & Planning

The search for specific knowledge & the ability to conceptualize future needs & solutions for meeting those needs.

- Forecasting, predicting
- Creating ideas
- Identifying problems
- Imagining alternatives
- Identifying resources
- Gathering information
- Solving problems
- Setting goals
- Extracting important information
- Defining needs
- Analyzing
- Developing evaluation strategies

Human Relations

The use of interpersonal skills for resolving conflict, relating to & helping people.

- Developing rapport
- Being sensitive
- Listening
- Conveying feelings
- Providing support for others
- Motivating

Sharing credit

Counseling

Cooperating

Delegating with respect

Representing others

Perceiving feelings, situations

Asserting

Organization, Management & Leadership

The ability to supervise, direct & guide individuals & groups in the completion of tasks & fulfillment of goals.

Initiating new ideas

Handling details

Coordinating tasks

Managing groups

Delegating responsibility

Teaching

Coaching

Counseling

Promoting change

Selling ideas or products

Decision making with others

Managing conflict

Work survival skills

The day-to-day skills which assist in promoting effective production & work satisfaction.

Implementing decisions

Cooperating

Enforcing policies

Being punctual

Managing time

Attending to detail

Meeting goals

Enlisting help

Accepting responsibility

Setting & meeting deadlines

Organizing

Making decisions