

**WORK PERSONALITY**  
 **INDEX**

**CAREER**

John Sample

## About this Report

The Work Personality Index® assessment describes key features of your personal style that influence your approach to tasks, ways of interacting with people, and performance at work. This assessment measures 21 traits that provide a comprehensive overview of your work personality.

The Work Personality Index Career Report is designed to provide information and advice towards career exploration or career transitions. When looking at your career development, it is important for you to take the time to reflect upon what you are good at, what you like to do, and what goals you want to achieve.

Higher scores do not mean a better fit for the career you are considering. Human characteristics can be either strength or weakness depending on the situation: An asset in one setting can be a challenge in another. Everyone has their strengths and areas that may require improvement. Please review the detailed interpretation for each scale, and consider your individual circumstances, before drawing any conclusions.

Before reviewing your results, consider the following:

- What are the demands of the career that you are thinking about?
- What traits will help make you be successful in this career?

While you are reviewing your results, consider the following:

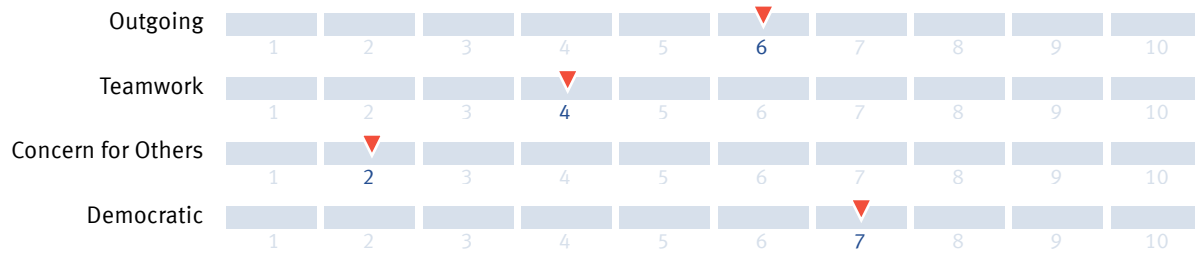
- Does this description resonate with you?
- How does your style fit with the career that you are considering?
- If the trait is a fit: How can you apply this strength effectively?
- If the trait is not a fit: What can you do to adapt?

This report contains suggestions for managing your career and exercises that will guide your information gathering and developing a career action plan. While planning for your career and future, you should also consider information about you not provided in this report such as your abilities, education, skills, and experience.

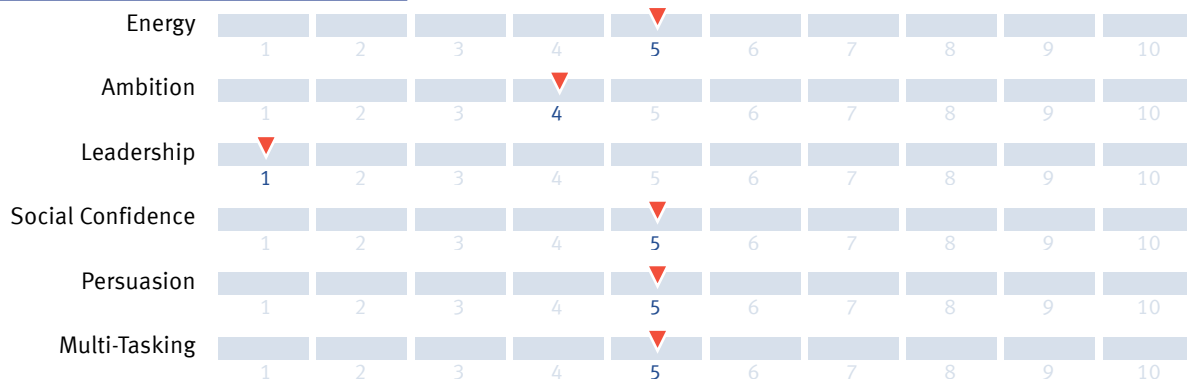
All the best in your career journey.

## Your Profile

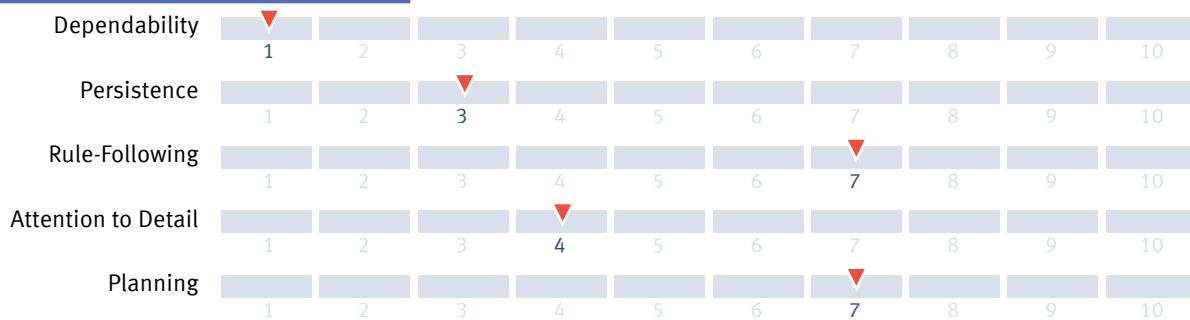
### Working with Others



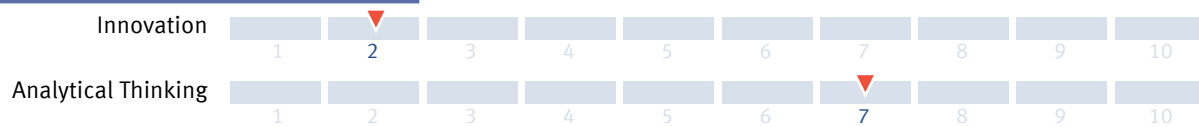
### Energy and Drive



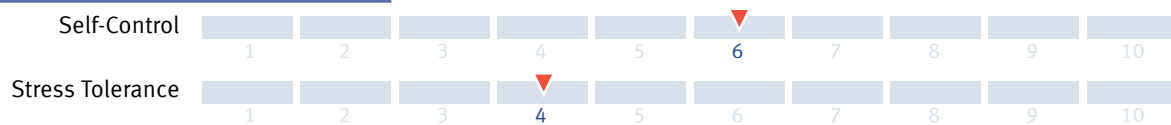
### Work Style



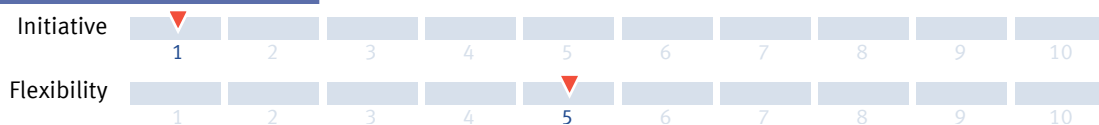
### Problem Solving Style



### Dealing with Pressure and Stress



### Identifying and Managing Change



## Working with Others

Every career involves some interaction with people. Your personal characteristics strongly impact the way you work with others, as well as how you manage career changes. Some individuals are outgoing and warm, while others adopt a more formal and independent style. Your preferences for working with people will influence the types of careers and hobbies you find satisfying, and how you go about your daily activities. This section of the report examines your indicated patterns for communicating and getting along with others. It will provide insights into how you tend to interact with people in social and work related situations.

### Outgoing



When interacting with people, you are warm and friendly. However, you also value having some time where you can be alone and collect your thoughts. As a result, you will probably enjoy work that allows you to meet others and socialize, and to have time to yourself. While meeting too many people may leave you feeling exhausted, too much time without personal interaction may also drain you. When considering career options take time to examine if your balanced preference will be met. Use your ability to connect with others to network and gather career information. Then take time to reflect upon what you have gathered to make better decisions.

### Teamwork



You prefer working independently without much interaction with co-workers. While you try to be cooperative and collaborative, you feel that you do your best work on your own, and may find that working on teams slows you down. This ability to work independently likely enhances your comfort for providing constructive criticism and making unpopular decisions. When at work, you prefer to plan your tasks by yourself, rather than as part of a group or committee. You are also used to going your own way and rarely seek the opinions and agreement of others. Occupations that are likely to be satisfying primarily involve tasks that can be completed independently. Since every occupation requires some work with others it is important that you contribute, even if it feels inefficient. You should also watch that your independence does not prevent you from recognizing how others could help you advance your career.

## Working with Others

### Concern for Others



On the whole, you are most comfortable maintaining formal relationships with others. You are reserved in your interpersonal relationships, and may find it hard to show feelings of affection. You do not spend much time concerning yourself with the feelings of others, and are selective with your sympathy and support. You are willing to come to the aid of others when they are in serious trouble, but believe that people be able to should solve most problems on their own. Most times you are uncomfortable in situations that call for emotional closeness. Work that you will find satisfying will not require you to deal with interpersonal concerns, or show sympathy and support. As a result, care giving and customer service jobs may be unsatisfying for you. Positions that allow you to take an impersonal, objective look at issues should be very enjoyable.

### Democratic



When making decisions you like to consult with people because you believe it is important to get the advice of others. You feel more comfortable having the opportunity to gather ideas from other people and arrive at a consensus before moving forward. Since you tend to value accommodation more than self-determination, you are quite willing to adopt others' ideas at the expense of your own. This democratic style allows you to work well in settings where decisions are made through consultation and discussion. At times, you may sacrifice efficiency, but by allowing co-workers to provide feedback you are usually able to consider most options and avoid errors. Work that you will likely find most satisfying will let you seek advice from colleagues before making decisions or taking action. Careers that involve highly independent decision making will likely be uncomfortable for you. It will be helpful for you to use your consultative style to get feedback about your career path from people you are close to.

## Energy and Drive

This section looks at the things that motivate you and the approach you adopt when setting and pursuing your goals. It examines your ambition, energy level, persistence, and leadership preferences. Each of these areas relates to the type of work you will find enjoyable, and how you like to invest your time and resources. For example, highly ambitious individuals are motivated primarily by success and getting ahead. People with lower levels of ambition tend to value other things outside of work success and personal advancement. Recognizing what motivates you and how you would like your career to progress is an important step in identifying ideal occupations and making career transitions easier.

### Energy



You are an active individual and enjoy work that involves some mental or physical challenges. Work that requires you to meet multiple demands or juggle a variety of tasks can be exhilarating for you. However, you may become worn down if the position does not give you any opportunities to relax. Overall, your style is marked by a balanced preference for working on demanding projects and those that can be completed without a great deal of energy. Therefore, the type of work you will find most enjoyable will meet this balance. In order to manage career transitions effectively, you need to recognize when you are getting run down.

### Ambition



On the whole you are easy-going and tend to find happiness in a relatively stable career. You enjoy advancing in your career, but it does not appear to be one of your highest priorities. You prefer to set achievable goals and do not adopt a win-at-all costs attitude. As a result, you will find satisfaction in work environments with little competitive focus and no overly ambitious goals. Environments that are very competitive probably do not help you put forth your best effort. People with a similar style often find family and friends as or more important than continually seeking prospects for advancement. As a result, more of their energy is put into these pursuits, and less into their career. Taking time to enjoy what you currently have is probably a common theme in your life, and you would rather focus on less competitive pursuits.

### Leadership



You are most comfortable when other people take control. This allows you to contribute your expertise and skills while letting others worry about the responsibility that comes with being in charge. You tend to avoid positions of authority and are unlikely to take charge of people or projects. When you are placed in a leadership role, you will not exert much pressure on people. Instead you will adopt a highly consultative style where you are open to following the wishes of others. This approach allows you to be effective in positions where tasks are completed by teams, and you are not required to adopt a directive leadership style. Your preferences also indicate that you work well under the leadership of others.

## Energy and Drive

### Social Confidence



You have an average level of social confidence and are generally comfortable in most social situations. Your comfort in social interactions will depend on the context and environment. You feel at ease in most social situations and enjoy meeting new people. In general, you do enjoy spending time with people you know well but you are not intimidated by the idea of meeting new people. You are likely to be most comfortable speaking with others when you feel that you command the material you are discussing. When considering your options take time to examine whether your balanced preference will be met by the type of social interactions offered by the job.

### Persuasion



You have a slight preference for persuasion and influence, and enjoy negotiating with people on issues you feel are important. You are willing to argue your position in situations where you feel the topic is of interest and where you have expertise. If the topic is not important to you, you will probably have trouble trying to persuade others of your position. Although front line positions where you have to do lots of selling and bargaining may not be that attractive to you, you will feel comfortable jobs where you can negotiate through your expertise.

### Multi-Tasking



You prefer a balance of having multiple tasks to complete and being able to focus on a single task. You feel that you can put a reasonable amount of focus and responsibility when you have a number of tasks to deal with at the same time. However, having too many tasks may lead you to feel that you are unable to provide sufficient concentration on each task. You are likely to prefer careers that offer you the opportunity to complete most of your tasks without too much distraction. However, you are comfortable juggling several activities when the need arises.

## Work Style

Each individual approaches work in a unique way. Differences in work style can be attributed to differences in a person's attention to detail, dependability, and desire for structure and guidance. Some individuals naturally pay close attention to details. They prefer working in a structured environment and are conscientious. Other people naturally focus on global issues and adopt a flexible approach. Your preferences in these areas will influence both the types of tasks and work environments that you will find enjoyable.

### Dependability



You are very willing to shift priorities, move deadlines, and leave work unfinished. You see all deadlines and commitments as flexible. When important things arise, you quickly change your schedule and let less critical tasks wait. As a result, you tend to always meet the most pressing needs, but often end up putting off minor commitments. At times this may result in you not getting everything done. Your work style allows you to work well in positions that have frequently changing priorities, but it hampers your performance in structured settings where deadlines cannot be changed.

### Persistence



You prefer work that can be completed quickly and with relative ease. When approaching new tasks, you rarely commit time and resources to projects that have little chance of success. You enjoy work that allows you to switch tasks when bored, or when the projects you are working on leave you feeling discouraged. At times you can be easily distracted, and find it difficult to force yourself to do tasks that require lots of persistence and determination. Instead, you tend to switch to those activities that can be completed without much resolve. As a result, you are most effective working on intensive tasks when disruptions are kept to a minimum.

### Rule-Following



In your career you generally enjoy following rules and regulations, and tend to stick closely to work guidelines. You see yourself as a strict follower of rules and principles and you value following standards more than being free to do whatever you want. You have high ethical and work standards, and feel uncomfortable when rules need to be broken. Since you like doing things by the book, you do not mind working in structured settings where there is little variation in how tasks can be completed. You carefully think about what is right in making decisions. In situations where rules may need to be bent or ignored you will likely experience some stress. You appear to be most comfortable following rules closely, which results in others seeing you as someone who is conscientious and easy to supervise.



## Work Style

### Attention to Detail



You like to focus on global issues and leave the checking of details to others. You prefer work settings that are not highly organized or structured, and you enjoy being able to act without planning ahead. You describe yourself as unmethodical and rarely concern yourself with specifics. Instead, you prefer to look at the big picture, coming up with large ideas and strategies. You are also expedient and focused on deadlines. Completing tasks according to schedule may be more important to you than having everything finished perfectly. When things need to be done quickly, you are willing to cut corners to get them finished. People probably see you as somewhat disorganized because of your lack of attention to details. Your style indicates that you would enjoy work that does not involve a lot of detailed information.

### Planning



You feel at ease with the structure of detailed plans and believe that efficient work routines are established with long-term plans. You enjoy making plans before starting a project. People like you enjoy thinking about and planning the future in a structured way. This enables you to provide clear structure and direction for others. Having to start a project without a detailed plan or when time is limited may lead to feelings of frustration or stress. Careers where you are able to structure your day or have the ability to make plans about the future will be very attractive to you. Less attractive are careers where you need to be constantly spontaneous.

## Problem Solving Style

Solving problems is an important task at work and during career change. While the types of problems that need to be resolved vary, people usually take the same approach to solve them. Resolving problems typically involves two key activities, analyzing information and developing solutions. Your personality traits influence how you conduct each of these tasks. Some people take a highly analytical approach when looking at information, and focus on developing well-grounded solutions. Other people rely on their intuition when interpreting information, and develop solutions that are creative and original.

### Innovation



You describe yourself as a well grounded and down to earth individual. You focus your resources on limited topics and like coming up with practical solutions to problems. When you look for better ways to do things, you search for proven procedures that have previously demonstrated their usefulness. Only when faced with compelling reasons would you consider adopting alternative or creative solutions. You tend to distrust original ideas and will not enjoy work that requires you to come up with many inventive things. Instead you would most likely enjoy tasks that allow you to build upon and implement the ideas of others.

### Analytical Thinking



When solving problems you are analytical and logical, and use a deliberate and careful method of evaluation. You function comfortably in settings that require you to solve complex problems that require abstract thinking. In most situations you tend to understand intricate relationships correctly. You like to gather as much information as possible in order to make the most informed decision, and you carefully analyze problems from all possible angles. This intensive approach is often time consuming but ensures that you rarely make mistakes in judgment. At work, you will probably enjoy jobs that involve both the analysis of data and the discussion of the conclusions you have reached. You should also enjoy tasks that involve solving complex problems. In rare instances you may make a quick decision based on your intuition. Yet occupations that require quick decision making before careful analysis will likely be stressful for you.

## Dealing with Pressure and Stress

How you manage pressure and stress influences your approach to work and how you deal with the difficulties everyone encounters when changing their career. Your approach depends upon how emotionally controlled and resilient you are. People who tolerate stress well and are able to cope with many demands tend to be successful in high pressure jobs and do not mind career change. Those who dislike stress tend to find success and satisfaction in less demanding occupations and may struggle during career transitions.

### Self-Control



You see yourself as relatively calm and easy-going, only getting upset when things go very poorly. It is important to you to maintain your composure, and you work hard to conceal your emotions if they could be interpreted negatively. While you prefer to maintain a high level of self-control, people are probably able to recognize your feelings much of the time. Like most individuals, you have ups and downs, and can become frustrated when faced with obstacles such as a change in plans. You seem able to function effectively in tense situations, but are more likely to be comfortable in settings where emotions do not run high. When faced with a lot of difficulties you may find yourself becoming impatient or irritated with co-workers. In very tense situations it may take a good amount of effort and concentration for you to maintain your equilibrium and approach tasks in a well balanced manner.

### Stress Tolerance



You prefer calm, low pressure work. You tend to be less relaxed about things and often feel anxiety before major events. In highly demanding situations you often feel stress and may quickly become tense and apprehensive. You also tend to be sensitive to criticism and negative feedback, often taking it personally. Because you quickly experience stress and anxiety you are usually motivated to change or push yourself to get things accomplished and prepare for stressful contingencies. As a result, you tend to be well prepared. Satisfying occupations will have a work environment with limited demands.

## Identifying and Managing Change

How you approach and manage change has tremendous influence on the tasks you will enjoy. For the types of work that involve lots of change, people who describe themselves as flexible and future oriented seem better suited and report more satisfaction. In work environments with greater stability, people who describe themselves as reliable and focused on the present are generally more content. Your preferences also have a strong influence on how you manage your career. People who dislike change often find career transitions difficult. People who enjoy change may find career transitions exciting.

### Initiative



On a whole you have little interest in identifying opportunities or quickly taking initiative. Instead, you prefer stability and structure to your responsibilities. You will like work where your tasks rarely change and you are not required to take on a lot of new projects or responsibilities. You are not overly interested in new challenges, and when opportunities do present themselves you take a cautious approach. During career transition, you often do not have the luxury of controlling the change you are involved in. Your style can slow your response to new opportunities, but it will help ensure that you do not become involved in activities that later turn out to be less than fruitful. If searching for a new job, you will be most comfortable in positions where your tasks change infrequently and your responsibility for identifying business opportunities is kept to a minimum.

### Flexibility



You enjoy having some variety in your life, and you are somewhat flexible. You enjoy new and interesting activities and can become bored if your work or life activities become routine. If things become too structured or static, you may begin to seek out new activities to give some excitement to your life. While you do not mind change, you also value having some stability and predictability in your life. When required to adapt too much, you may begin to feel overwhelmed. In times of change, you prefer that it occurs at a slower pace which allows you more time to adjust. In a career transition you will need to take a little time to get your head around the adaptation that is required. However, your ability to enjoy variety and novelty should help you adjust effectively.

## Finding Success When Working Remotely

Working in a remote environment can bring challenges that those who work from the office may not experience. It changes the way that you interact with others, and impacts how you complete tasks and fulfill your responsibilities. The need to connect with others, share ideas, make plans, and execute remain the same; however, the methods you need to use to address these topics are different. The table below explains how your results on four Work Personality Index scales may influence your approach and how you can adapt to thrive in this environment.

### Completing Tasks

| Your Style   | Enhancing Your Style   |
|--|--|
| <ul style="list-style-type: none"> <li>Adopt a steady and consistent approach to your work.</li> <li>Let others initiate change while you take care of ongoing tasks.</li> </ul>                         | <ul style="list-style-type: none"> <li>Beware of sticking with methods that are familiar but no longer effective.</li> <li>Take action on opportunities that you spot – others may not see them.</li> </ul>                                |
| <ul style="list-style-type: none"> <li>Operates best in environment that provide a high level of support.</li> <li>Allow yourself plenty of time to consult with people before taking action.</li> </ul> | <ul style="list-style-type: none"> <li>Trust your judgment to tackle less important decisions on your own.</li> <li>Be aware that your desire for consensus and confirmation from others can come across as a lack of autonomy.</li> </ul> |

### Maintaining Relationships

| Your Style  | Enhancing Your Style   |
|---|--|
| <ul style="list-style-type: none"> <li>Believe you do your best work when you can work on your own.</li> <li>Find team tasks inefficient and unproductive.</li> </ul>   | <ul style="list-style-type: none"> <li>Consider if a specific task would be best addressed with a team approach, and act accordingly.</li> <li>Be aware that you may not be seen as a “team player.”</li> </ul>  |
| <ul style="list-style-type: none"> <li>Are comfortable reaching out to people you know well, but are less at ease with strangers.</li> <li>Will initiate conversations if no one else is doing so, or your role requires it.</li> </ul> | <ul style="list-style-type: none"> <li>Schedule regular touchpoints with your extended social and work networks.</li> <li>Rely on interactive communication methods to brainstorm ideas and solve problems, and writing to share information.</li> </ul> |

## What to look for in a career

When looking at your career, it is important for you to take time to reflect upon what you are good at, and what you like to do, and then develop clear goals of what you want to achieve. Your personality indicates many aspects that might provide you with guidance in finding a satisfying career. Take the time to read through the following statements to get a sense of what you might look for in a career.

### WORKING WITH OTHERS - LOOK FOR CAREERS THAT:

- Allow you to meet others and socialize, and have time to yourself
- Do not require extensive contact with strangers
- Allow you to work independently most of the time
- Involve little team or group work
- Let you address problems in an impartial, logical way
- Have little need for interpersonal understanding
- Let you seek the advice of colleagues before moving forward
- Let you focus on accommodating others more than self-reliance

### ENERGY AND DRIVE - LOOK FOR CAREERS THAT:

- Have a mixture of demanding tasks and tasks that can be completed with relative ease
- Let you work at a steady pace
- Involve many noncompetitive pursuits
- Allow you to balance your work and personal life
- Allow you to contribute your expertise and skills while others worry about the leadership responsibilities
- Let you lead by example, rather than through direction or control
- Give you the opportunity to meet new people
- Allow you to present yourself as capable and competent in your area of expertise
- Allow you to negotiate in areas where you have developed expertise
- Allow you to engage in friendly debate
- Allow you to focus on one complex task at a time or juggle a number of straightforward activities

### WORK STYLE - LOOK FOR CAREERS THAT:

- Have frequently changing priorities
- Require you to juggle shifting demands and adjust your deadlines and work schedules
- Involve tasks that can be completed quickly
- Do not require you to solve in-depth problems or overcome complex obstacles
- Have little variation in how tasks are completed
- Have specific rules and guidelines that need to be followed
- Let you focus on global issues and strategies
- Are not highly organized or structured
- Provides clear structure and direction
- Let you make short- and long-term plans

## What to look for in a career

### PROBLEM SOLVING STYLE - LOOK FOR CAREERS THAT:

- Involve developing practical, grounded solutions to problems
- Allow you to build upon other peoples' ideas
- Do not involve unconventional work, or require much creativity and innovation
- Require you to solve complex problems that require abstract thinking
- Involve analyzing and discussing data

### DEALING WITH PRESSURE AND STRESS - LOOK FOR CAREERS THAT:

- Do not require you to work in situations where you need to conceal your feelings
- Allow you to express your feelings, regardless of whether they are positive or negative
- Have few demanding, stressful tasks or situations
- Take place in a calm and relaxed work environment

### IDENTIFYING AND MANAGING CHANGE - LOOK FOR CAREERS THAT:

- Have tasks that rarely change and do not require you to take on a lot of new projects or responsibilities
- Have stable responsibilities which change infrequently
- Do not involve identifying business opportunities
- Have some variety, but the work is largely stable and changes slowly
- Require flexibility to adapt to moderate amounts of change
- Involve some routine tasks

## Managing your career

This part of the report contains suggestions that will assist you in managing your career. Each section outlines career action strategies that you might consider implementing to enhance your career development.

### WORKING WITH OTHERS - CAREER DEVELOPMENT STRATEGIES

- Meet with people to gather information and establish contacts that can help with your career.
- Watch that your independence does not prevent you from recognizing how others can help you.
- Getting other people involved can provide you with more information about career opportunities, and they can act as a support group for you.
- Try to be more open and sensitive to others. This will help you adjust your approach to people during your career and leave others with a warmer impression of you.
- When you need to make a decision only consult key people. Do not try to take everyone's ideas into consideration. Getting advice and suggestions from people with limited involvement adds little information and slows you down.

### ENERGY AND DRIVE - CAREER DEVELOPMENT STRATEGIES

- Rather than expending your energy on many different activities, focusing on fewer tasks may help you be more successful.
- Your easy going style could hinder your success at work and your career advancement. Set some demanding goals and work hard to achieve them.
- Take control of the activities where your skills allow you to make a significant contribution. The best person to be in charge of managing your career is you.
- Identify the situations in which you feel most comfortable and the situations in which your comfort wanes. This will help you identify areas in which you can work on developing confidence in dealing with situations and presenting yourself.
- Assess each situation individually to determine whether a persuasive, collaborative, or conforming approach is most appropriate for the needs. There are situations in which each of these is suitable.
- When you find that you have a lot of tasks or responsibilities, find techniques that work for you to deal with the multiple demands. This may include scheduling software, "to do" lists, and delegating.

### WORK STYLE - CAREER DEVELOPMENT STRATEGIES

- Meet your obligations and commitments to others by the set deadlines. If you are too flexible with completing these tasks others may see you as unreliable.
- Watch that you do not give up prematurely on difficult tasks that are worth completing. Find ways to limit distractions by minimizing interruptions, not taking phone calls, or by closing the door.
- Review the steps you are using during your career to determine if they are working effectively. Adopt a questioning attitude that examines how you could do things better.
- Take more time to examine concrete data and information rather than solely focusing on the overall goals of your career. Check the quality and organization of your career documents before sending them off to employers.
- Regardless of how good a plan or schedule is, it can be affected by unexpected changes. Although you may prefer to stick to a plan, recognize when the situation has changed and shift priorities accordingly.



### PROBLEM SOLVING STYLE - CAREER DEVELOPMENT STRATEGIES

- You describe yourself as realistic and down to earth and prefer to stay with proven procedures unless there is a strong reason to change. Learn to recognize when the solutions you have used in the past are no longer working and try a more original approach.
- You are somewhat distrustful of unconventional ideas or those that have not yet shown their usefulness. Keep an open mind toward original and alternative career opportunities.
- When solving problems you are analytical and logical, and use a deliberate and careful method of evaluation. This intensive approach is often time consuming but ensures that you rarely make mistakes in judgment. Do not spend so much time analyzing information that it prevents you from making decisions.
- Dealing with a career change involves many minor decisions that do not require a lot of analysis and discussion. When faced with smaller issues trust your intuition and act decisively. This will help you reach your goals faster, and give you momentum to work on other career tasks.

### DEALING WITH PRESSURE AND STRESS - CAREER DEVELOPMENT STRATEGIES

- You see yourself as relatively calm and easy-going, only getting upset when things go very poorly. Career transitions often involve a number of disappointing or negative situations. Therefore, it is important to maintain your composure, and conceal your emotions if they could be interpreted negatively. Avoid reliving negative experiences you have during your career transition.
- Share your thoughts and feelings with people who are close to you. This can help you clarify your work preferences and develop career goals. It will also give you a support network of people who can offer your encouragement and assistance.
- You tend to be less relaxed about things and often feel anxiety before major events or important tasks. Do not worry about things that are beyond your control and switch to less stressful activities when you begin to feel worn down.
- All career transitions involve some stressful events. Learn stress management techniques to help yourself relax. Also, take criticism constructively, rather than personally, and focus on how it can help you improve.

### IDENTIFYING AND MANAGING CHANGE - CAREER DEVELOPMENT STRATEGIES

- You tend to take a cautious approach when evaluating careers and dislike taking initiative without guidance from others. Your style ensures that anything you begin is well thought out, but it can make it difficult for you to take advantage of new opportunities.
- Be open to new career opportunities and quickly take initiative. Do not let your preference for stability negatively influence your evaluation of new career prospects.
- While you do not mind change, you also value having some stability and predictability in your life. When identifying potential careers you need to recognize that it requires some flexibility and you will need to adjust many aspects of your life. Therefore, take some time to think about all that is involved in your career and come to terms with the types of changes that are required.
- Make changes to your career plan only when warranted, not because you would like some variety. Approach your career transition with a positive outlook that focuses on how the change can improve your life.

## Career Review and Planning

The Work Personality Index Career Report is designed to help you understand your unique strengths and to identify areas to enhance your career effectiveness. The personal characteristics measured by the Work Personality Index have both positive aspects and liabilities. Your goal in using this report should be to learn about yourself, so that you will be able to capitalize on the assets of your characteristics and minimize the effect of their potential downside. The more you understand about how you approach situations, the better you will be able to work to your full potential and make decisions that result in greater satisfaction. The planning steps below should help you increase your self-knowledge and identify areas of strength and development.

- First, read through your report a number of times. Pay close attention to what it says about you and highlight the statements you believe describe you best. Examine the statements in the "What to look for in a career" section. These give you a good indication of what you might look for in a career that will best fit your personality.
- Second, underline the statements that surprise you or indicate areas where you could improve your effectiveness. Consider these qualities and ask people who know you well about them to see whether they are true.
- Third, develop a plan to avoid or guard against the behaviours that may lower your effectiveness and performance. Examine the statements in the "Managing your career" section. Carefully go through the career development strategies. These will help you set some realistic goals for increasing your effectiveness in realizing your career goals. Then consider your future goals and outline adjustments you could make that would enable you to reach them. Use the "Action Plan" template to assist you in this task.

### ACTION PLAN QUESTIONS

1. What specific job, career or leisure activities do you want to learn more about, or aim for in the future? What are your overall career goals? The clearer your goals, the easier it will be to motivate yourself to pursue them.
2. What experience, education or training do you need to get in order to prepare for the next stage of your career?
3. What are the most significant things you can do to improve your effectiveness and satisfaction in life?
4. Review the sections of your report that deal with managing career transitions effectively. What do you need to start doing to ensure you reach your goals? List specific steps and activities.
5. What can you stop doing that may be working against achieving the success you desire?
6. What deadlines do you need to set to make sure you reach your goals?

### CAREER ACTION PLAN

| Career goals you would like to achieve | Steps needed to achieve these goals | Resources needed | Time Frame |
|--|-------------------------------------|------------------|------------|
|  |                                     |                  |            |
|  |                                     |                  |            |
|  |                                     |                  |            |
|  |                                     |                  |            |

## Charting your progress

Having answered the previous questions and put together the beginnings of your career action plan, take some time to review what you have written and consider the following.

**What are you most pleased about with your plans?**

**What do you need to do to improve your plans?**

**What would you like to discuss about your plans with people you respect; parent, spouse, close friend, career counselor? Now is the best time to do so.**

As you continue to move forward in your career, return to your career plan occasionally and review what you have written. As your circumstances change, aspects of your career plan may need to be updated or changed. By continually examining your preferences and strengths, and setting realistic goals, you can be better equipped to achieve the career progress you desire. Good luck!