

WORK PERSONALITY
 **INDEX**

CAREER

J. 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:

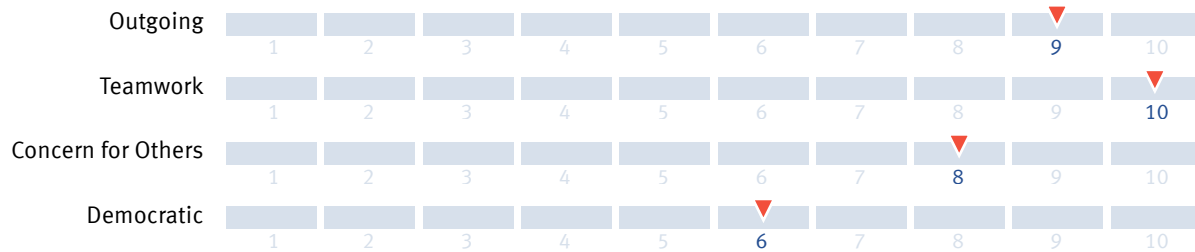
- Does this description resonate with you?
- How does your style fit with the career that you are considering?
- If the trait is a fit: How can you apply this strength effectively?
- If the trait is not a fit: What can you do to adapt?

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.

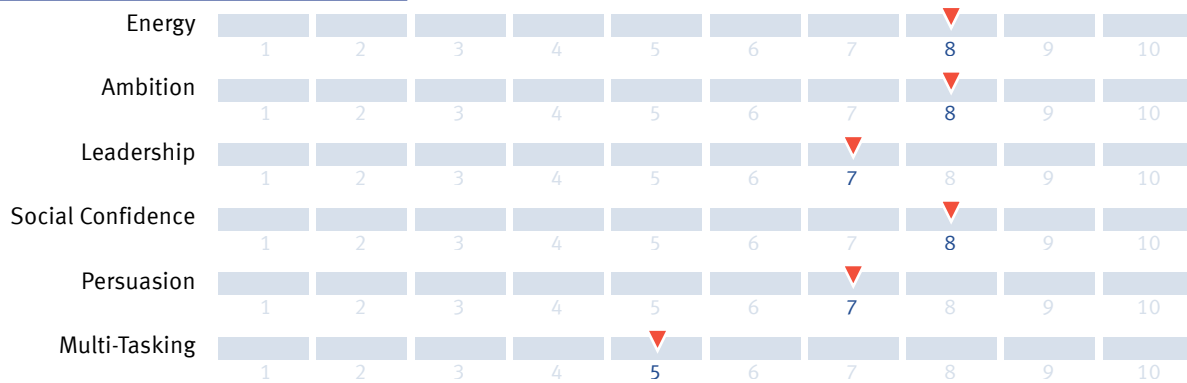
All the best in your career journey.

Your Profile

Working with Others



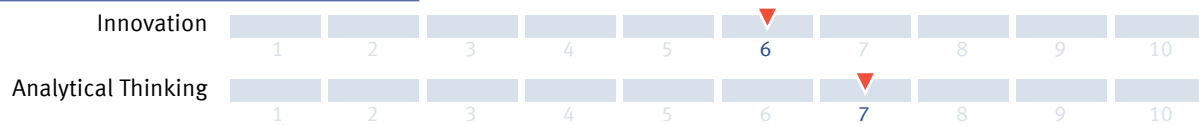
Energy and Drive



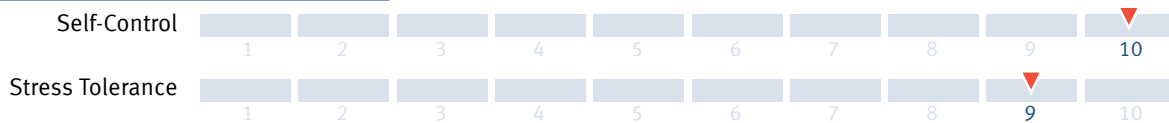
Work Style



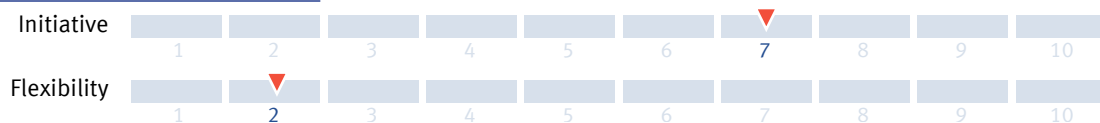
Problem Solving Style



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 very outgoing and sociable. Like other individuals with an extraverted style, you enjoy meeting new people and are very comfortable in groups. You are lively, animated, and talkative, and you value spending time with others. You like to make new acquaintances and are able to readily start conversations with strangers. As a result, you fit into new groups easily and prefer work that gives you the opportunity to interact with lots of people. You will also enjoy careers that require extensive interpersonal contacts. The downside to your extraversion is a tendency to dominate interactions with others, and not spend enough time listening to what others are saying. When working with people, give them an equal opportunity to speak their mind, and use your ability to connect with others to gather information about possible career opportunities. Then take some time to reflect on this information and discuss it with people who know you well.

Teamwork



You enjoy working on teams and dislike having to work alone. You are a strong team player and prefer tasks that let you to work collaboratively with others. In most cases, working closely with people allows you to do your best work. You value encouraging and helping others, and are very cooperative, often willing to put the group's success before your own. You tend to be very accommodating and willing to set aside your own wishes and desires when working with others. Highly independent work, and tasks that require you to provide critical feedback or make unpopular decisions, will probably be less satisfying for you. Due to your strong preference for teamwork, you need to make a conscious effort to focus on your own needs, goals, and paths for career success. To best manage your career transition take advantage of your ability to collaborate with others.

Working with Others

Concern for Others



You are diplomatic, caring and sensitive to the needs of others. You also tend to be concerned about others' welfare and feelings. As a result you should enjoy work that involves helping people with their problems. Your personable style can also enhance your effectiveness in occupations where gauging the thoughts and feelings of others is necessary, such as care-giving, customer service and sales. You will likely feel best about what you do when you have the opportunity to be helpful to others. However, your preferences may make it difficult for you to make decisions that impact people negatively. You should guard against people taking advantage of your good nature. When examining your career and planning for the future, make sure that you do not give too much consideration to how your decisions affect others.

Democratic



When you make decisions, you choose to consult others or go it alone depending on the issue. You are receptive to the advice and suggestions of others, and you see the benefit of having people participate in the decision making process. However, in areas that you have mastery, you are willing to go on your own and ignore the advice of others if it strongly clashes with your thinking. In positions with a lot of supervision, or where many people are involved in minor decisions, you might feel restricted. Yet when facing complicated and complex issues you enjoy having opportunities to consult with co-workers.

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 with an above average level of energy and stamina. As a result you tend to enjoy work that is challenging, either mentally or physically. You like to keep busy and do not mind occupations that are demanding and require you to juggle several items at once. In most cases, you probably perform better when under pressure. In slow paced, unchallenging occupations, you may begin to feel lethargic and bored by the lack of stimulation. When managing a career transition, your high level of energy should help you work towards your goals. To maintain your overall life satisfaction, you naturally gravitate toward work and other activities that require your high energy style.

Ambition



You report a strong desire to get ahead, and you recognize that setting goals and putting forth a committed effort are required to be successful. Like other ambitious people you challenge yourself in many ways: setting difficult goals; comparing your performance to others; and exhibiting a desire to win. You will feel most comfortable around others who are competitive and who value taking firm control over what they do to reach their goals. As a result, you will enjoy occupations that provide frequent challenges as well as the opportunity for career advancement and personal achievement. In positions with easy tasks and few chances to get ahead you will probably become bored with the work and dissatisfied with the lack of prospects.

Leadership



You enjoy being in positions of authority more than most people. You like influencing others and naturally gravitate toward leadership roles. You are comfortable taking charge and initiating action at work. In most situations you like being the person in charge, making decisions and giving directions. You enjoy the high level of responsibility that comes with being a leader and respond well when requested to take on leadership roles. You should be most satisfied in occupations where you can use your directive, authoritative leadership style. You will also be most effective in positions that require you to take charge and make decisions. In settings where you take a subordinate role, you may quickly become dissatisfied and resist the leadership of others.

Energy and Drive

Social Confidence



You are comfortable and self-assured in social situations and enjoy attention from others. When meeting people for the first time you quickly feel at ease. You enjoy starting conversations with anyone you meet. This social boldness allows you to be effective in positions where you must frequently deal with strangers. You like being the centre of attention and feel very self-assured and capable when speaking in front of others. You feel equally confident in formal as well as informal settings. You will also enjoy careers that require you to meet new people in irrespective of the social occasion.

Persuasion



You are comfortable engaging in negotiations and debates. You like to persuade people to accept your ideas or perspective. People such as you get enjoyment out of negotiating, bargaining and selling and have a talent for influencing people. You are unlikely to immediately recognize positions that are not in agreement with yours without a great deal of debate. Careers that will be attractive to you will likely involve negotiating, bargaining, sales, and persuading others.

Multi-Tasking

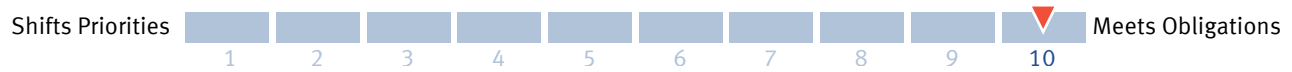


You prefer a balance of having multiple tasks to complete and being able to focus on a single task. You feel that you can put a reasonable amount of focus and responsibility when you have a number of tasks to deal with at the same time. However, having too many tasks may lead you to feel that you are 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 place a lot of importance on meeting deadlines and completing your work on schedule. Others see you as dependable, responsible and conscientious. At work you are very concerned about meeting your obligations and following through on all your commitments. When working with others, you stress not only the importance of completing work, but completing it on time. Fulfilling your duties is a key theme in your approach to tasks, and you rarely let people down. At times you can be overwhelmed trying to meet the commitments you have made, and yet you still do not leave things unfinished. You should enjoy activities that allow you to work with other conscientious people.

Persistence



Persistence and determination seems to be one of your stronger traits. You appear to enjoy putting in a concentrated effort to overcome obstacles and solve problems. Meeting demanding targets and overcoming difficulties are also satisfying for you. In most situations, you would stay late to complete a task, rather than leave it for the next day. In fact, you probably have a strong dislike for leaving things unfinished. People like you find it easy to work through distractions and are rarely off task. You are almost always able to motivate yourself to get the job done. This style is very effective in work settings that involve overcoming obstacles and require persistent effort.

Rule-Following



In your career you like to work within the rules, and have high ethical and work standards. You value strict adherence to rules more than being free to do whatever you want. You enjoy having specific guidelines to follow and feel uncomfortable when regulations are not adhered to. You carefully think about what is right and proper when making decisions and taking action. You come across as someone with a high level of integrity. You do things by the book, even when it is personally inconvenient. As a result, you will enjoy working in structured settings where there is little variation in how tasks are completed. In situations where rules need to be bent or ignored you will probably experience stress.

Work Style

Attention to Detail



You are organized and take an orderly approach to your work. You are planful and thorough in everything you do, because you want things to be done right. Your methodical style and your careful attention to details show how important it is for you to do things correctly and avoid mistakes. You enjoy checking the details of your work, and do not like cutting corners to meet deadlines. You believe that any task you complete should be completed thoroughly or not at all. As a result of your desire to do things right others may see you as a perfectionist. Your style is effective in settings where data must be carefully analyzed and small mistakes can lead to serious consequences. Common examples include personal safety, financial, and legal matters. You may find work that focuses on global issues at the expense of specific data to be uncomfortable and stressful.

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 are somewhat creative and like innovative approaches to tasks. You enjoy solving problems and like finding solutions that are both original and practical. You tend to be fairly open-minded but can become frustrated with ideas that are too unconventional. Instead you would rather examine proposals and solutions that are practical and well grounded. While you can develop creative solutions, you would not describe yourself as inventive. You are as likely to build upon others' ideas as come up with your own. You prefer to focus on practical, straightforward solutions. You work effectively in stable occupations where creativity is not a strong requirement.

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 are calm, easy-going, and free from anxiety. You tend to keep your emotions in check, often so well that people who know you well are not aware of how you are feeling. It is very rare that your sentiments and reactions get in the way of what you want to do. You find it easy to keep hold over your expression of emotions and are unlikely to display them. Even in difficult situations you are able to maintain your composure and deal with problems in a calm and easy manner. You rarely experience anger and are unlikely to take offence. In tense situations you rarely say things you later regret, and you are comfortable working in settings where emotions run high. When you do get upset, you are able to quickly regain your composure and begin managing your feelings in a well-balanced manner.

Stress Tolerance



You tolerate stress very well and find it easy to remain relaxed. When you are under lots of pressure you tend to stay calm and steady and can effectively cope with many demands. You are seldom overwhelmed by concerns, and maintain effective work behavior in the face of setbacks. It is only in rare instances that you will feel worried or frustrated. In most situations your ability to relax also acts as a calming influence on others. On the whole, you find it easy to manage stressful situations in a balanced, adaptive way. You are also able to accept criticism positively because you do not take it personally or spend time thinking about what you should have said but didn't. As a result you will be very effective in occupations that have many demanding tasks and where the level of stress is high.

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



People such as yourself enjoy identifying new opportunities and capitalizing upon them. You are quite willing to accept new responsibilities and enjoy overcoming challenges and finding ways to improve things. During career transitions you prefer to quickly act upon the tasks required to move forward such as writing resumes and approaching possible employers. Taking initiative is something you like to do, and you rarely wait for help from others before starting a project. When looking for occupations that fit your preferences, careers that allow you to pick up new responsibilities and act on your own ideas would be the most appropriate. Positions with stable responsibilities will probably become boring for you.

Flexibility



You tend to resist change and prefer consistent and predictable environments. You like using established ways of working, and prefer routine over variety. You do not mind work that involves working steadily on repetitive tasks, and are quite comfortable with routine. When faced with lots of changes you may feel overwhelmed. While you can adapt to change, those that are comprehensive and drastic can be difficult to adjust to. You will seek to put off changes to methods or situations that you believe are already satisfactory. In general, you will be most satisfied in occupations where your tasks and responsibilities are well defined and rarely vary. When making a career transition you can use your preferences for stability and consistency to your advantage by setting up a routine for working on your career plan.

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"> Quickly see, evaluate and act on new opportunities. Embody the motto “If I don’t do it, no one will!” 	<ul style="list-style-type: none"> Be aware that your high level of initiative may be seen as impulsiveness. Delays in implementation may be necessary to reach the goal.
<ul style="list-style-type: none"> Operate best in environments that provide a moderate level of support. Decide things on your own until the options become too complex. 	<ul style="list-style-type: none"> Reach out to others when you're not getting the level of support that you require. Working remotely may require you to take on more difficult decisions on your own.

Maintaining Relationships

Your Style	Enhancing Your Style
<ul style="list-style-type: none"> Enjoy working on larger teams with a variety of stakeholders. Believe that teamwork is the best approach for completing almost all tasks. 	<ul style="list-style-type: none"> Recognize when a team approach is not the most efficient or effective way to get something done. Remote work environments often require more independent work, even if you are contributing to team goals.
<ul style="list-style-type: none"> Like to communicate in person rather than through writing. Genuinely want to connect and interact with people and groups. 	<ul style="list-style-type: none"> Rely on written communication to share information and track goals. Be aware of putting too much energy into building connections and not enough into more important, but less engaging tasks.

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:

- Require meeting people and interacting with strangers
- Utilize your preferences for being outgoing and sociable
- Involve a lot of teamwork
- Allow you to work collaboratively with people
- Involve helping people and forming close relationships with others
- Need interpersonal understanding
- Let you consult with others when difficult decisions need to be made
- Give you freedom to complete tasks in areas that you have mastery

ENERGY AND DRIVE - LOOK FOR CAREERS THAT:

- Are demanding, fast paced and mentally or physically challenging
- Take advantage of your high level of energy
- Have many opportunities for advancement and personal achievement
- Are competitive and challenging
- Give you the opportunity to engage people in formal and informal settings
- Allow you to present yourself as capable and competent
- Allow you to negotiate or bargain
- Make use of your talent for influencing people
- Allow you to focus on one complex task at a time or juggle a number of straightforward activities

WORK STYLE - LOOK FOR CAREERS THAT:

- Involve tasks that must be completed by set deadlines
- Allow you to work with people who value getting things done
- Involve overcoming obstacles and solving difficult problems
- Require persistent effort to meet targets
- Have specific guidelines to follow
- Have little variation in how tasks are completed
- Allow you to work in orderly, organized settings
- Require a high level of attention to detail and a strong focus on completing work without mistakes
- 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:

- Allow you to build upon other peoples' ideas
- Require some innovation, but have a strong practical focus
- Involve developing straightforward solutions to problems
- Require you to solve complex problems that require abstract thinking
- Involve analyzing and discussing data

DEALING WITH PRESSURE AND STRESS - LOOK FOR CAREERS THAT:

- Utilize your high level of self-control
- Involve problems that need to be dealt with in a calm and easy way
- Have many demanding tasks and take place in a stressful environment
- Need you to deal with pressure without feeling stress

IDENTIFYING AND MANAGING CHANGE - LOOK FOR CAREERS THAT:

- Allow you to take initiative and act upon your ideas without waiting for others
- Continually provide new responsibilities and challenges
- Need you to identify new business opportunities and take advantage of them
- Have a consistent and predictable environment
- Involve little change
- Let you use established ways of working

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

- When meeting new people give them an opportunity to talk and share their ideas. Focus on gathering information from people, rather than telling them your own thoughts and ideas.
- Use your preference for teamwork to develop a support network that can help you with your career.
- Work independently on tasks that you can complete effectively on your own. Involving others in these activities is often inefficient.
- Since you have a high level of concern for others, you need to guard against overlooking the need to take time for yourself and focus on your own goals and desires.
- Consult people when you need to make important decisions but go on your own for less critical issues.

ENERGY AND DRIVE - CAREER DEVELOPMENT STRATEGIES

- You tend to become involved in many things. Learn to recognize when you are too busy so that you do not over-commit yourself. Try focusing your energy on fewer tasks.
- Your competitive style may not always help you reach your goals. Learn to recognize when your approach conflicts with others. Consider how to best balance your work and private life.
- Listen to the guidance of experts and let other people take on the leadership roles when their skills and knowledge are more appropriate for the situation.
- It is easy for you to dominate a group setting. Consciously take a step out of the spotlight sometimes. This provides an opportunity for others to shine, as well.
- Learn to actively listen to the opinions of others, even in the middle of debating. You will find that other people have perspectives that can add another element to your own thoughts when incorporated into your view.
- 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

- Since you are in a period of change, you need to be willing to adjust your priorities and your schedule to meet pressing needs or opportunities. You should also guard against promising more than you can deliver.
- Take time to analyze whether the activities you are working on are worth the effort. Guard against persisting in the face of obstacles that cannot be overcome.
- Frequently review whether the steps you are using in your career are working effectively. Adopt a questioning attitude that examines how your career could be better approached.
- Do not miss the forest because you are focused on the trees. Consider the overall goals of your career and do not become bogged down with artificially high standards.
- 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 enjoy solving problems and like finding solutions that are both original and practical. Use your innovation and creativity to identify how your skills and knowledge may be useful in a variety of different careers. Focus on practical tasks such as writing resumes, calling potential employers, and networking.
- Take time to work on both the creative and straightforward tasks required to reach your career goals. Each of these areas is important to successfully managing a career, even though you may prefer one more than another.
- 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 are calm, easy-going, and free from anxiety. You tend to keep your emotions in check, often so well that people who know you well are not aware of how you are feeling. Sharing your thoughts and feelings with those who are close to you can help you clarify your work preferences and develop career goals.
- Your high level of self-control and ability to conceal your feelings from others may result in people not recognizing when you need support. Keeping people aware of your struggles will enable them to provide encouragement and assistance.
- You tolerate stress very well and maintain effective work behavior in the face of setbacks. Watch that your ability to tolerate stress does not negatively impact your motivation. Even though you may find the stress of career activities easy to manage, put time into preparation.
- Since you rarely feel worried or experience stress, you may often act as a calming influence to others. Take care that you do not get put upon by others, or over-load yourself with tasks.

IDENTIFYING AND MANAGING CHANGE - CAREER DEVELOPMENT STRATEGIES

- People such as yourself enjoy identifying new opportunities and capitalizing upon them. In your rush to take the initiative, you may miss important information. Therefore, discuss career opportunities you have identified with others before acting on them.
- During career transitions you prefer to work quickly on the tasks required to reach your career goals. While your initiative is a strength, make sure that you do not rush through tasks.
- You prefer routine over variety and enjoy consistent and predictable environments. As a result, you may resist change because it sometimes makes you uncomfortable. During your period of transition do not be reluctant to modify aspects of your career plan or job search, or be too rigid in your outlook.
- Adopt a flexible, positive outlook toward your career transition and focus on how the change can improve your life. Learn techniques to help you manage change more effectively.

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!