



Career Intentions

WORKSHEET

Career Intentions Journaling Worksheet

Whether you are on the job hunt or want to discover if you are ready for a career switch, we want to help you make an informed decision amiga! We've heard and we kind of agree that the best time to take stock of your career is when things are going well. This may sound counter-intuitive, so let us explain.

For many of us, by the time we get to the point of dissatisfaction with our jobs, we step into desperation territory and you never want to begin a job search from that place. You want to run towards a job, not run away from one. We put together this fun and easy journaling worksheet to help you pause and reflect on what has happened with your career goals over the past year — where you are and if it's aligned with where you are going.

Tip: You can also use this as an end-of-year exercise as you think about your new year goals.

In the following pages, you will reflect, assess, and gain clarity on your next moves.

You got this amiga!

Reflecting on your career History

STEP 1

CAREER SWOT ANALYSIS

A SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis is a great tool for discovering and identifying where you are and help determine what your next steps are.

WHAT WERE MY GREATEST STRENGTHS AND WINS?	WHAT WERE MY WEAKNESSES AND CHALLENGES?
WHERE ARE THE BIGGEST OPPORTUNITIES FOR ME TO GROW AND IMPROVE?	WHAT AM I DOING (OR NOT DOING) THAT COULD THREATEN OR LIMIT MY SUCCESS?

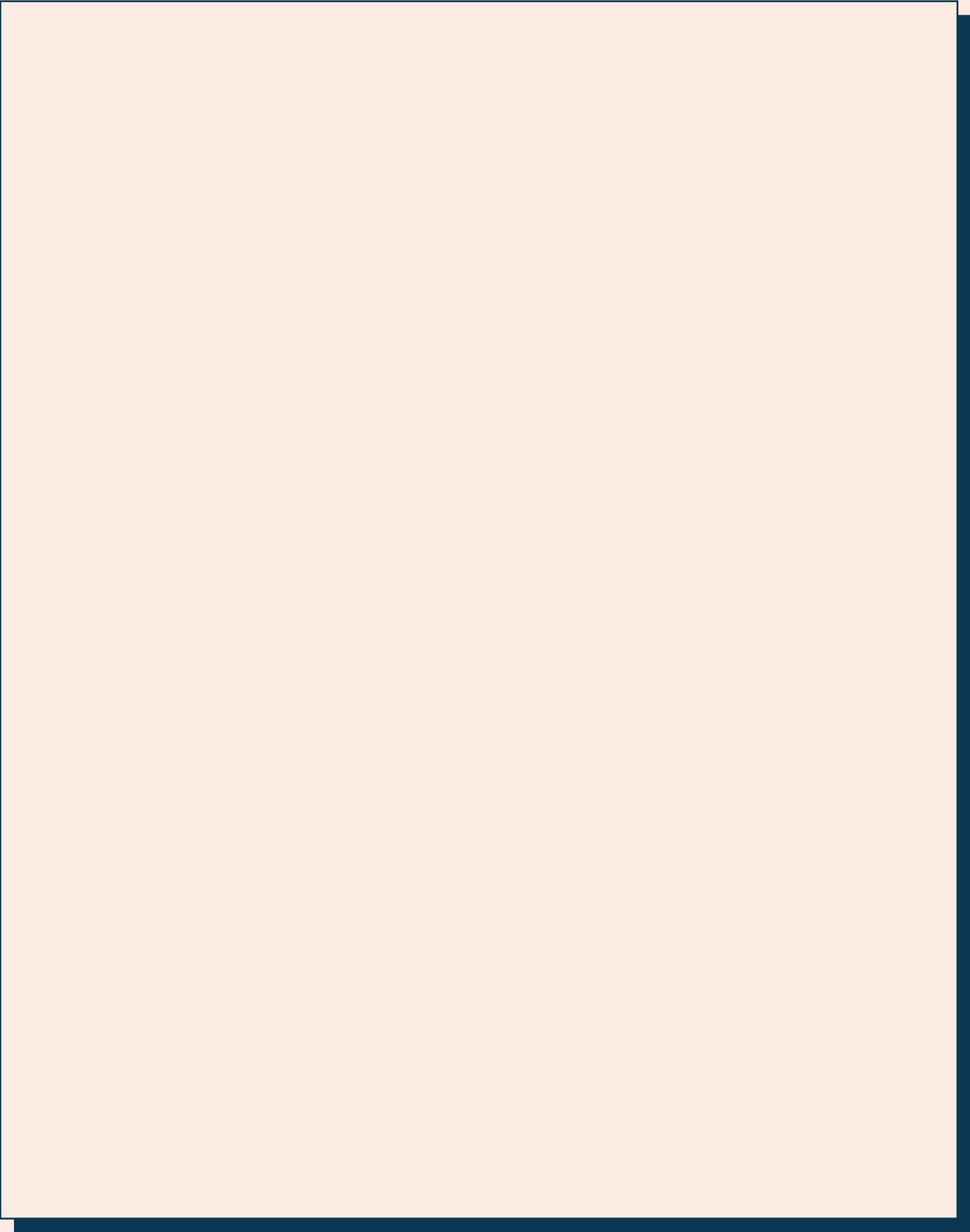
STEP 2

REFLECT ON WHAT AND WHY.

Take 2-3 minutes to think through these prompts to gauge if where you are aligns with your goals and values. Remember amiga, the small steps you take today will have a great impact on tomorrow. Don't sweat it if course correction is needed, it's a good thing! That means you can identify what needs to be adjusted and self-awareness in any career is a key skill!

QUESTIONS FOR REFLECTION

- ✓ What new skills did I learn or develop in the last few years?
- ✓ What have I learned about myself as a professional?
- ✓ What am I really proud of?
- ✓ What feedback have I received from my boss or teammates?
- ✓ What about that feedback should I act on or consider as I look ahead?
- ✓ Which of my core values have played a big part in my professional life? (If you haven't aligned on your core values, this is a great opportunity to think about the 5 things that are most important to you and ask yourself if it aligns with where you are or where you plan to go)
- ✓ Are my values aligned with my career? How so? If not, what feels off?
- ✓ What else feels important to reflect on?



STEP 3

WHAT SHOULD YOU STOP, START AND CONTINUE DOING?

What's not working that I want to STOP doing?	What might work better that I want to START doing?	What's working well that I want to CONTINUE doing?

STEP 4

WHERE DO YOU SEE YOURSELF?

Goals and intentions for the future

MY INTENTIONS

Overarching career intention for the year:	Career word of the year:

HOW DO I DEFINE SUCCESS IN MY CAREER? HOW WILL I EVALUATE MYSELF AGAINST THAT GOAL?

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STEP 5

CAREER SKILLS GOALS

Set goals that you measure and track.

- ✓ What strengths do I want to leverage or develop further?
- ✓ Where are there gaps in my skill set? How can I fill them?
- ✓ How will I know if I'm working toward my goals? If I've achieved them?
- ✓ Who can support me professionally? Who will be on my personal "board of advisors"?

Extra Space for notes & thoughts...



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