



Time For You – Lifestyle Management... *Isn't it Time For You?*

Career Assessment – What are my good qualities? And what are my skills?

Skills are the things you are good at or can do. They can be things that you need to be able to do in your work (eg. typing, writing reports), or things you do at home (eg. knitting, cooking). **List 30 of your skills below:**

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.
15.
16.
17.
18.
19.
20.
21.
22.
23.
24.
25.
26.
27.
28.
29.
30.



Time For You – Lifestyle Management... *Isn't it Time For You?*

Your qualities are things about you that help make up the person you are and your approach to life and work. Examples of your good qualities could be a sense of humour, a good listener, or a positive outlook.

List 30 of your good qualities below:

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.
15.
16.
17.
18.
19.
20.
21.
22.
23.
24.
25.
26.
27.
28.
29.
30.



Time For You – Lifestyle Management...
Isn't it Time For You?

Career Achievement Review

| | Today | This Week | This Month | This Year |
|--|--------------|------------------|-------------------|------------------|
| What is the best thing I have done for my career? | | | | |
| What could I have done better in my career? | | | | |
| What is the best thing I could be doing for my career? | | | | |
| What will I do for my career? | | | | |

Career Achievement Review



Time For You – Lifestyle Management... *Isn't it Time For You?*

How have your achievements over the last year impacted on your professional development? What skills have you developed over the last year?

What advice would you give someone who was just starting in their first job?



Time For You – Lifestyle Management... *Isn't it Time For You?*

Career Assessment – Likes and Dislikes

This is an exercise to help you clarify the things you like, and the skills you enjoy using and developing, in your jobs. You also will think about the things you dislike about your current and past jobs.

| Position Held | What I like/d most about this job | What skills do/did I use to do this job? | What I dislike/d about this job |
|----------------------|--|---|--|
| | | | |
| | | | |
| | | | |
| | | | |



Time For You – Lifestyle Management...
Isn't it Time For You?

| Position Held | What I like/d most about this job | What skills do/did I use to do this job? | What I dislike/d about this job |
|----------------------|--|---|--|
| | | | |
| | | | |
| | | | |



Time For You – Lifestyle Management...
Isn't it Time For You?

Exploring Career Options

| My Skills/Qualities → Things I Enjoy ↓ | | | | | | | | |
|---|--|--|--|--|--|--|--|--|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |



Time For You – Lifestyle Management... *Isn't it Time For You?*

Current and Upcoming Opportunities

Sometimes opportunities are easy to find, especially when they find you! Other times you may be too close to what is happening to recognise a great opportunity. Use this worksheet to help you identify the possible opportunities in your life and work.

First, let's deal with the obvious – What opportunities exist in my life or in my work at the moment? What do I need to do to take advantage of these?

What changes, big or small, are coming up in my life or in my work?

- Some examples for changes at work are a staff restructure, advertised positions, moving premises, amalgamating with another organisation, new technology, staff social club function, conference or training course, being retrenched, etc.
- Examples of changes in life are moving cities, states or house, getting engaged, having children, buying a new car, getting divorced, taking up an interest, hobby or sport, etc.



Time For You – Lifestyle Management... *Isn't it Time For You?*

How could the changes I have identified impact on my personal and professional development? How could I turn these changes into opportunities?

Creating opportunities.

If there is a complete lack of opportunities in your life or work at the moment, another approach could be to create your own. For instance, you might suggest swapping jobs with someone, doing some extra training, finding similar organisations or people doing similar things that you could share ideas with. Are there people you can talk to about career development? Can you create a link, or work with someone from another organisation or department on a great project that adds value to both? List possibilities for creating opportunities here: