

CAREER GUIDANCE

Celebrating Your Wins + Setting Goals *for the Future*

ACTIONABLE WORKSHEETS TO HELP YOU
ACHIEVE YOUR CAREER DREAMS


LAMARCA
PROSECCO


THE EVERYGIRL

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“So much of how we operate is out of fear. You’re scared to reach out about the job, you’re scared to put yourself out there because you’ll look foolish. That’s the type of thinking that holds you back.”

KRISTEN PUMPHREY, CEO & CREATIVE DIRECTOR OF P.F. CANDLE CO.

Understanding what you’re passionate about—and how to translate that into a career—is challenging to say the least. **It’s not always easy to identify our own strengths and how they mesh with our aspirations and goals.**

It’s valuable to sit down and think about what you enjoy doing every day and what you want to do more of in your career. That starts with celebrating your wins—from the big projects you’ve completed to the 20 minute conference call you led with ease. What are you proud of in your current position? How do you excel?

Once you start honing in on your career strengths and what you know you enjoy, you can start thinking critically about what you actually *want*. You can start creating a road map for the future, with actionable steps along the way to help you get there. We put together the following worksheets to help you do just that—so you can visualize your career goals and what it will take to get there.

MAKING TIME TO CELEBRATE THE WINS

List five things you're proud of from the last month of work: From the big wins to the small victories.

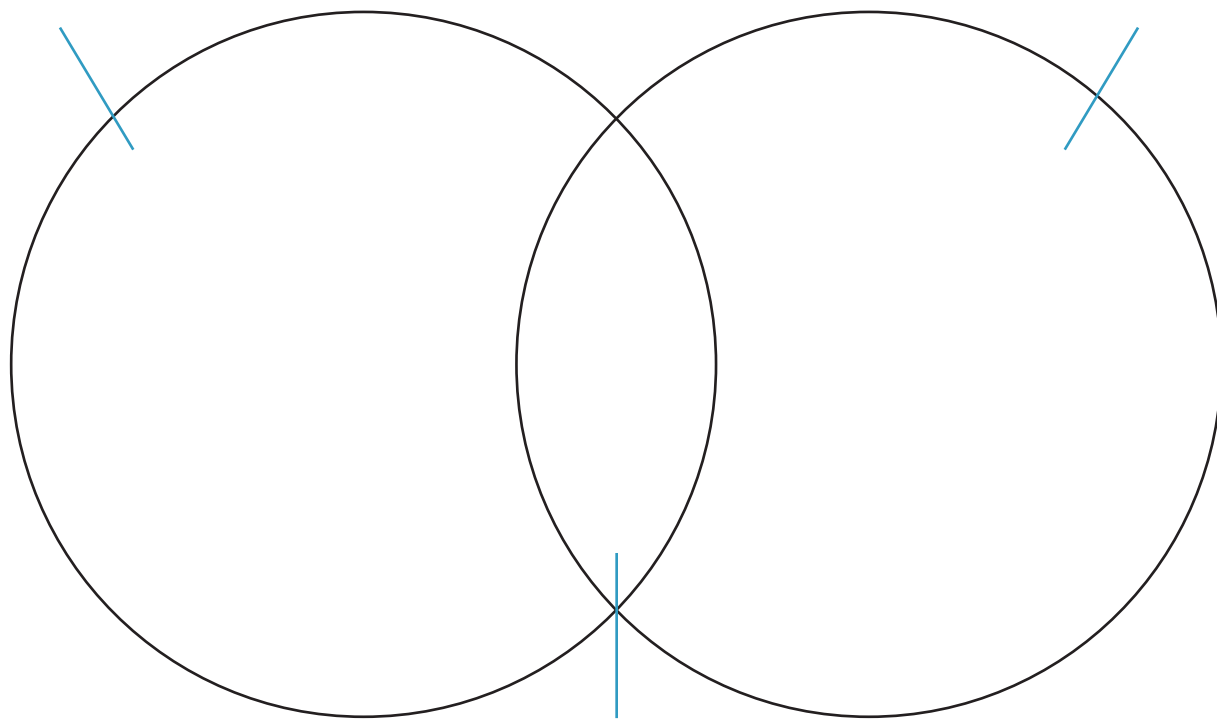
- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

PUTTING IT TOGETHER

Analyze your list above. What skills stick out to you from your accomplishments? Are you particularly good at working with people; handling conference calls, mentoring interns, managing a small team, etc? Are you data-driven and feel most at home tinkering with numbers and creating new opportunities for your company through targeted research? Look for trends in what you excel at in your current position. Then, add them in the left side of the chart below. On the right, list things that you enjoy doing in your current position. Do you see any crossover?

**WORK SKILLS
& ACCOMPLISHMENTS**

**THINGS I ENJOY DOING IN MY
CURRENT POSITION**



**CURRENT CAREER
& GOAL FOCUS**

GOAL SETTING—SHORT TERM

Let's make things happen! Visualizing and recording your goals is a great way to keep yourself on track and plan for the future by creating actionable next steps to achieving your dreams. Start by reviewing the previous page and listing three things you are grateful for about where you are now:

1 _____

2 _____

3 _____

In an ideal world, what would you like your career to look like in 1 year?

In an ideal world, what would you like your career to look like in 5 years?

Below, write down at least three actionable steps you can take in the next six months to help your short term goals become a reality. Maybe it's updating your resume or seeking out a mentor. Maybe it's taking an online course to hone a new skill you'll need. Feeling stuck? Check out theeverygirl.com/category/career-finance for helpful tips on cultivating the career of your dreams.

GOAL SETTING—LONG TERM

Now that you have a few short term goals and strategies in place, let's think BIG. What are your overall career goals? Get really creative and let your imagination take you to new and fresh ideas—do you want to own a vineyard in the Northern Italy? Do you want to be a tech CEO with an award-winning app under your belt? Do you want to work for yourself full time? The sky is the limit.

In _____ years, I would like to be _____
at _____ .

I want to feel _____ , _____
and _____ about my career.

Write down a few adjectives that you'd like to use to describe your career in 20 years.

Now that you have an idea of big ideas and goals for your future, try breaking down that information into a few actionable steps to move forward. Do you need to research more about your desired field? Should you seek out a mentor who has a career or job you admire? Write down at least five things you can accomplish this year to help make the above dreams a reality.

- _____
- _____
- _____
- _____
- _____