

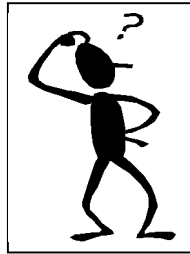


# ENABLE EXERCISE #15

## Career Planning Worksheet

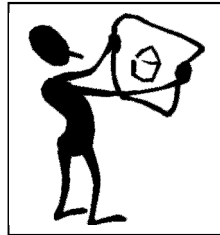
### Career Management Process

**STEP 1**  
**INDIVIDUAL**  
**ASSESSMENT**



**Who am I?**  
*(Competencies, skills, values,  
career path preference)*

**STEP 2**  
**INTERPERSONAL**  
**ASSESSMENT**



**How do other see me?**  
*(Self-insight, image, political  
style, personality)*

**STEP 3**  
**ORGANIZATIONAL**  
**ASSESSMENT**



**What are my options within  
the organization?**  
*(Knowledge of the organization,  
future trends, options,  
opportunities)*



**How do I achieve my goals?**  
*(Motivation, confidence, goal  
setting, action planning)*

# Instructions for Completing the Professional Development and Career Planning Worksheet

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

Today, effective career management requires that each talent take initiative and personal responsibility. Career “success” is the marriage between preparation and opportunity. A commitment to continuous self-development and exploration can result in both a satisfying and successful career.

Your success in managing your career development is directly related to the actions you take. These actions result in successful careers when they are based on specific information gathered about the talent and organization. The Professional Development and Career Planning Worksheet is designed to assist you in gathering information about yourself and the organization. This information can then be put into action to develop a fulfilling career.

The Professional Development and Career Planning Worksheet provide a series of reflective questions all designed to facilitate a data gathering process resulting in concrete actions. By completing this worksheet, you are on your way to managing your own career. The following questions may stimulate your thinking as you complete the Professional Development and Career Planning Worksheet:

## **STEP 1: INDIVIDUAL ASSESSMENT**

**Who am I?** (*Competencies, Skills, Interests, Values, Purpose, Calling*)

- Who you are and what do you care deeply about?
- What is your complete potential that allows you to be creative in all parts of life?
- What are the elements that allow you to be fully creative in all parts of life?
- How do you describe your gut-level values?
- What motivates and guides you through life?
- What is your calling in life? Have you listened for it?
- What are you meant-to-be doing in life?
- What activities would give you a driving sense of purpose?
- What are you doing that makes a difference to you?
- What builds meaning and satisfaction for you?
- When you look back, what impact do you want to have made on the world?
- What are my competencies and skills (i.e., what do I really do well)?

## **STEP 2: INTERPERSONAL ASSESSMENT**

**How do others see me?** (*Self-Insight, Self-Awareness, Image, Impression Management, Personality*)

- How does my manager perceive my style, strengths and development areas?
- How do others perceive my style, strengths and development areas?
- How accurate are my perceptions about my strengths and development areas with those of others?
- In what ways am I misunderstood?
- How do I act and behave to contribute to the impressions I create?
- How might my “supporters” view me?
- How might my “critics” view me?
- What strengths of mine when overused could be perceived to be liabilities by others?
- How would I describe my leadership style?
- How would I describe my interpersonal style or personality?
- What areas would you like to learn more about how others perceive you?

**STEP 3: ORGANIZATIONAL ASSESSMENT**

**What are my options within the organization?** (*Knowledge of the Industry/Business, Organizational Structure and Culture, Future Trends, Opportunities and Options*)

- What type of pace of work do I prefer?
- Who can I turn to for advice, mentoring, coaching, and honest feedback?
- What type of work environment is most satisfying to me?
- How would I describe our organizational culture (norms, acceptable behaviors, and norms)?
- What external threats exist to the future of the organization?
- What are the technological or social trends influencing the organization that may create changes in personnel, policies, and procedures in the future?
- How can my manager help me in my career?
- What community and volunteer opportunities can I get more involved in?
- Is the organization expanding and growing?
- What training and development opportunities exist within and outside the organization?
- What opportunities exist for you to be promoted and seek additional responsibilities in the same area?
- What possibilities exist for you to move to others departments or do related work at the same level?
- What opportunities exist for you to enhance specific skills and acquire new knowledge?
- What are the positions that interest you really like?

## **STEP 4: ACTION PLANNING**

**How can I achieve my goals?** (*Motivation, Self-Confidence, Action Planning*)

- Who can assist you in realizing your career goals?
- What new contacts and strategic alliances can you make to help you in your career?
- What specific actions can you take today?
- What realistic barriers exist that might prevent you from achieving your goals?
- How can you overcome these barriers?
- What is holding you back from taking risks?
- How does your own self-doubt and lack of confidence prevent you from taking actions and making decisions?
- How can test whether your assumptions and beliefs are self-promoting or self-defeating?
- What resources do you need to implement your development plan?
- How can you break down your goal into specific and small steps to ensure success?
- What excuses are you using that prevent you from getting started?
- Do you really want to take some actions?

# **I** *ndividual Assessment*

**Who am I?** (*Competencies, Skills, Interests, Values, Purpose, Calling*)



# **I** *nterpersonal Assessment*

**How do others see me?** (*Self-Insight, Self-Awareness, Image, Personality*)

# **O**rganizational Assessment

**What are my options within the organization?**

*(Knowledge of the Industry/Business,  
Organizational Structure and Culture, Future  
Trends, Opportunities)*

# **A** *Action Planning*

**How can I achieve my goals?** (*Motivation, Self-Confidence, Planning*)