Career Change Exploration Worksheet

Do you want to pursue a new job, or a new career?

Why do you want to make a change?

List the things you LIKE about your current job/career.

List the things you DO NOT LIKE about your current job/career.
What do you want your next job to do for you that your current job doesn’t. In other words, list what will be *different* about your next job.

Instead of asking yourself “What do I want to be when I grow up,” ask yourself “What problem(s) do I want to solve?”

If I could wave my magic wand over you and it’s five years from today, what are you doing in your job/career?

What are you meant to do?
Think about your dream job. What are the kinds of things you’d be doing each day if you were working in your dream job?

What are you most proud of in your past work experience?

What did you learn about yourself from your DISC profile?

How much do you need to make in your next job/career (each year)? How much do you want to make in your next job/career?
Brainstorm 10 job titles that you’d consider pursuing.

Review your most recent performance evaluation or annual review. What were you commended for?

Assess whether you have the skills, experience, and/or qualifications necessary for the job or career you want to pursue. What skills or education do you need in order to move forward?

What other tools do you need to move forward? Updated résumé? Create or update your LinkedIn profile?
Who can you work with to support you during your job search? Make a list.

List 10 companies you’d like to work for, whether or not they are actively advertising relevant openings right now.

Brainstorm a list of people to reach out to that can provide ideas, information, and leads for your job search. (If you have a holiday card list, start with that.)

Where are you lost or stuck? What do you need to know to move forward?