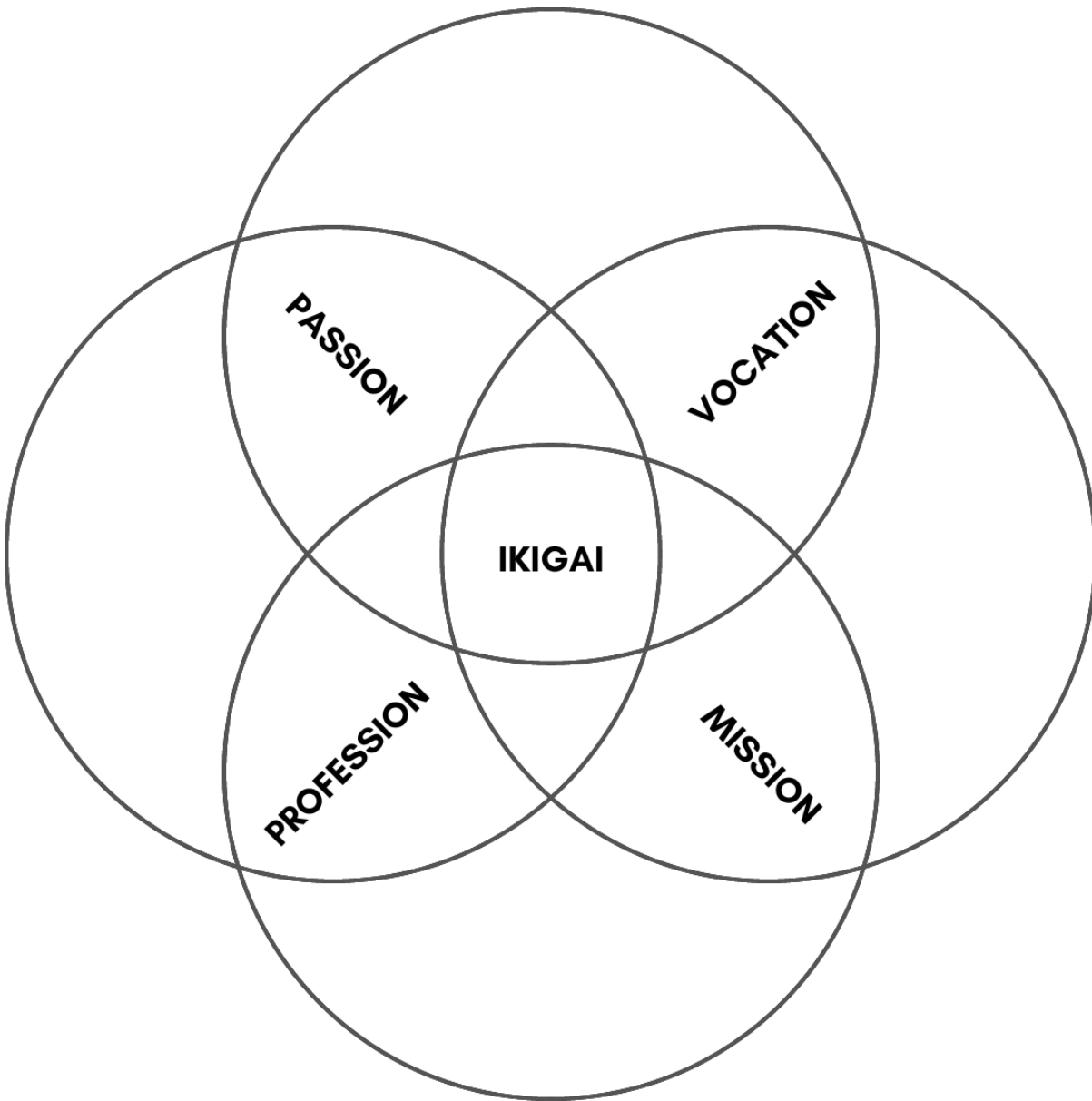




TOPIC 1: UNDERSTAND YOURSELF – DEVELOPING A CAREER VISION

WORKBOOK – THIS WORKBOOK IS
DESIGNED TO BE INSERTED INTO AN
ONLINE NOTEBOOK LIKE ONE NOTE – BUT
YOU CAN PRINT IT IF YOU PREFER
Rebecca Clacy-Jones

Ikigai



Values

Work Values

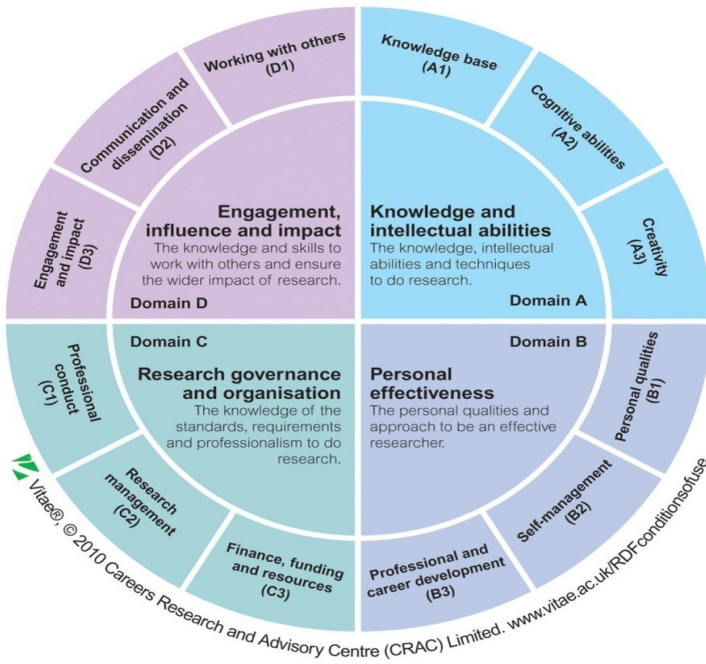
I want to work...	Very Important	Important	Not Important
In a well-known organisation			
Where I can be an expert using my specialist knowledge or skills			
Where I am challenged			
In a competitive environment			
Working with people			
Helping society or others			
With a lot of independence or autonomy in my work			
With the opportunity to learn and develop			
Where I earn a lot of money			
Where I have few pressures or uncomfortable demands			
Working under pressure to deadlines			
Where I have a good chance of promotion			
Where I am recognised or appreciated for the work I do			
With good job security			
Which gives me status or prestige			
Where I have flexibility in my working hours			
Use this space to add anything else that is important to you			

Personal Values

Select your top 10 – those which are of highest importance to you.

	Value		10 X ✓
1	Achievement	Attaining goals; sense of accomplishment	
2	Advancement	Progress; promotion	
3	Adventure	Risk; new & challenging experiences	
4	Affection	Love, caring, fondness	
5	Competitiveness	Striving to win; being the best	
6	Cooperation	Collaboration; teamwork	
7	Creativity	Being imaginative; inventive; original	
8	Economic Security	Steady, adequate income	
9	Entrepreneurialism	Organiser; innovative; assumes risk; ideas	
10	Fame	Renown; distinction	
11	Family Happiness	Close relationships with family members	
12	Freedom	Independence; autonomy; liberty	
13	Friendship	Close relationships with others; rapport	
14	Generosity	Giving to others; random acts of kindness	
15	Health	Physical and mental well-being	
16	Helpfulness	Assisting others; contributing to society	
17	Inner Harmony	Being at peace with yourself and others	
18	Integrity	Honesty; sincerity; standing up for your beliefs	
19	Involvement	Participating with others; inclusion; belonging	
20	Loyalty	Commitment; dedication; dependability	
21	Order	Organised; structured; systematic	
22	Personal Development	Learning; strengthening; realising potential	
23	Pleasure	Fun; enjoyment; good times	
24	Power	Influence; importance; authority	
25	Recognition	Respect from others; acknowledgement; status	
26	Responsibility	Accountability, reliability	
27	Self-Respect	Belief in your own abilities; self-esteem	
28	Spirituality	Faith; strong spiritual and/or religious beliefs	
29	Wealth	Abundance; getting rich	
30	Wisdom	Discovering knowledge; insight; enlightenment	

Strengths

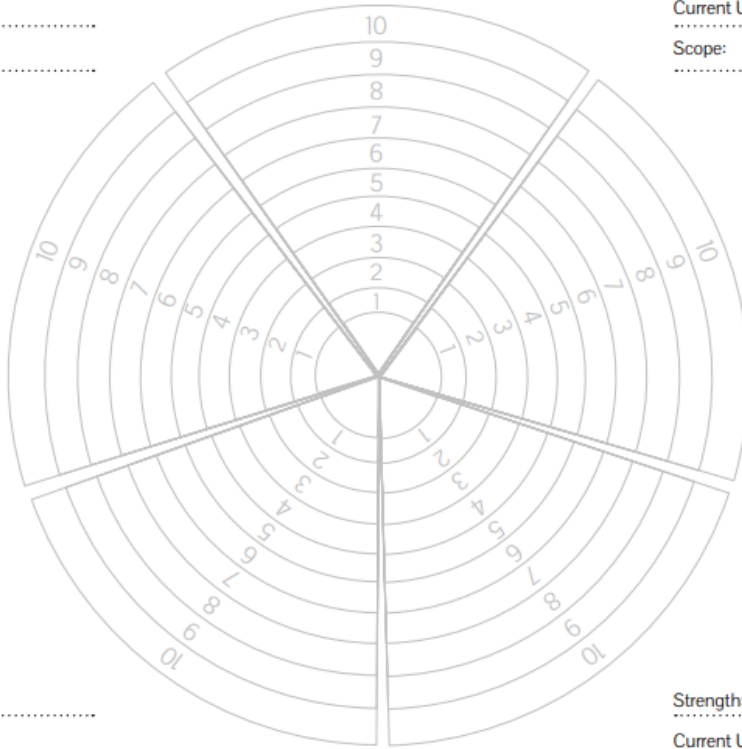


Blank Strengths Wheel

Strength:
Current Use:
Scope:

Strength:
Current Use:
Scope:

Strength:
Current Use:
Scope:



Strength:
Current Use:
Scope:

Strength:
Current Use:
Scope:



Family and caring responsibilities



Location, which country? town or city? cost of housing



How much do you need or want to earn?



Working environment? Quiet? Busy?



Flexible or part time? Hybrid or home working?



Physical and mental health



Hobbies, interests and social life



Active or sedentary? Travel?

What do you NEED?

Family / Caring	
Location: City? Country? Costs?	
How much do you need or want to earn? Now and in the future	
Working Environment	
Working Pattern	
Physical and Mental Health	
Hobbies, Interests, Social Life	
Activity levels, travel etc	

Goal Tracker

goal	activities	success criteria	agreed by	by when
a brief description of what you want to achieve	What activities you need to undertake to achieve this goal?	What demonstrates that you have been successful?	Who confirms success?	When will this be achieved?
			tbc	tbc
		tbc	tbc	tbc
	tbc	tbc	tbc	tbc
		tbc	tbc	tbc
		tbc	tbc	tbc
	tbc	tbc	tbc	tbc
		tbc	tbc	tbc
		tbc	tbc	tbc

Odyssey Plans

Your name: _____

Options

What do you need to know or do?

What actions will you take?

Top of Mind – the idea that most easily comes to mind or you share with others

Pivot Sketch – If you had to do something entirely different, go-to plan not an option

Constraint Free – What you would do with no constraints (time, money, geography, family, society etc)

What?

Who / What can help?

By When?

Broadening your Options

Record notes from your Discussion



After the Session

Date, time and location for an accountability check in

Other Resources

- Career Assessments on Career Service Plus <https://ed.careercentre.me/resources/careerassessments/>
- Career Compass Toolkits on Learn: https://www.learn.ed.ac.uk/ultra/courses/83888_1/c/outline
- Book events, appointments and find jobs on My Career Hub
- MBTI Style Test Linked (Free) <https://www.16personalities.com> and a resource which links personality types to jobs: <https://www.indeed.com/career-advice/finding-a-job/jobs-for-myers-briggs-personality-type>
- Reflectors Toolkit <https://www.ed.ac.uk/reflection>

Feedback

And please give us some feedback – it's really useful to know what you think about the session so I can adapt or enhance the approach I take for the Professional Relationship Management and Communication.

Developing a Career Vision



<http://bit.ly/CareersSession>