



Looking to Make a Job or Career Change?

A Great Exercise to Assist 'Career Reflections for a Quiet Time Alone'

Transitions of importance in work and life deserve careful contemplation beforehand. The following is a challenging, even confronting, exercise to help with this. But first select the conditions that help you reflect better. For some it is the music of Brahms or Neil Diamond, for others sitting amidst natural surrounds, whatever works best for you. When you feel that you are ready to begin start purposely and in an unhurried manner.

Also be sure to have a notebook or laptop beside you.

Exercise: Below is a list of questions to go through, highlighting the most appropriate level of satisfaction for you within each category. **Place a tick/ where you currently stand.**

Exploring Self	Very Satisfied	Satisfied	Not Satisfied
Awareness of and openness to my feelings			
Assuming responsibility for the choices in my life			
Knowing which relationships I would like to maintain or develop			
Anticipating risk and gain			
Thorough evaluation of wants and wishes			
Anticipating new pleasures and personal benefits			
Ability to understand and manage negative feelings			



Transition Making	<i>Very Satisfied</i>	<i>Satisfied</i>	<i>Not Satisfied</i>
Making new learning choices wisely			
Knowing what income I will need			
Goal setting and planning			
Coping with anxiety and concerns			
Awareness of opportunities to engage in rewarding activities			
Awareness of changes in my professional and personal support			
Sustaining my commitment to the art of living			

Targeting Work (Paid or Unpaid)	<i>Very Satisfied</i>	<i>Satisfied</i>	<i>Not Satisfied</i>
Accurately identifying my interests			
Realistically appraising my transferable skills and values			
Awareness of opportunities			
Information gathering skills			
Preparing for and managing my transitions			



Transition Making	<i>Very Satisfied</i>	<i>Satisfied</i>	<i>Not Satisfied</i>
Making new learning choices wisely			
Knowing what income I will need			
Goal setting and planning			
Coping with anxiety and concerns			
Awareness of opportunities to engage in rewarding activities			
Awareness of changes in my professional and personal support			
Sustaining my commitment to the art of living			

Leisure	<i>Very Satisfied</i>	<i>Satisfied</i>	<i>Not Satisfied</i>
Ability to value my leisure time highly			
Awareness of what to do in my leisure time			
Ability for passive relaxation			
Planning adequate and enjoyable holidays			

Health — Emotional and Physical	<i>Very Satisfied</i>	<i>Satisfied</i>	<i>Not Satisfied</i>
Keeping physically fit			
Managing my stress well			
Observing good balance between work, relationships, leisure and other activities			
Living my beliefs and seeking quality experiences			

Revisit those areas you have indicated that you are **Not Satisfied** with. Consider if you want to address them and in the event you do, what actions you can take to do so. You may even need to enlist the help of others be it family, friends for a professional in the relevant field.



***Now pause and reward yourself with a treat before continuing with the following part of the exercise.**

Read the follow questions and document any responses you may have as you go.

New efforts in work and life management rely on old resources

- Recall experiences from your past that allowed you to be who you are today.
- What special experiences, abilities, connections and values have you developed over the years?
- What could you do to make sure that your efforts to make changes build on your personal history?

Sometimes change does not make sense

- How can you ensure that the changes you are considering really make sense to you?
- What could you do to help you feel good about yourself while making changes in your work and – or life management?

Commit to a compelling unknown

- What are the best outcomes you want to experience from changes in your work and-or life management?
- What could you attempt that would be potentially good for you and exciting to people around you?
- What should your life contain in order for you to commit strongly to the next stage of it?

Take a great leap

- What would be a truly great and scary leap forward for you?
- What do you feel most compelling about making this great leap?
- How could you decide whether to take this leap?

Create informed choices

- What do you say to others when helping them make big choices?
- How have you helped others build their commitment to decisions concerning significant changes?
- What are your key unanswered questions?

Sustaining renewal is a challenge

- Remember two or more examples of personal change that you initiated and sustained for years.
- What is the difference for you between initiating change and sustaining it?
- What and who around you helps you to sustain personal change and develop the new part of who you are?



Congratulations on completing this self-awareness audit. Very few apply themselves to an exercise of this nature. You make your contentment by knowing yourself well. You are likely to be now at a vantage point where you can see what really needs to be done and your future is much clearer. This challenging exercise is about affirmation and, by completing it with honesty you are likely to feel more empowered to make a new set of worthwhile activities happen.

About the Author

*[Paul Stevens](#), B.Bus., founded The Centre for Worklife Counselling in Sydney in 1979 following a 21 year career in Human Resources Management and The Worklife Network – a national and international affiliation of adult career specialists – in 1986. He wrote his first published contribution to adult career development in 1981, *Win That Job!*, closely followed by *Stop Postponing the Rest of Your Life*. Over 35 further titles, booklets and career assessment instruments have been published since, the latest being *A Passion for Work: Our Lifelong Affair* and *My Third Age: Work & Life Choices*. [Paul Stevens](#) is a regular contributor and author for Six Figures www.sixfigures.com.au the executive site for jobs, news and services.*

Career Support Services

After completing this career exercise, if you feel that you require support, please visit the [Six Figures Careers Support](#) area http://www.sixfigures.com.au/job_seekers/career_services or alternatively contact the career coaching association within your city.