

Getting Clear on What You Want

1. Must-haves

When you think about the next 1–3 years, what is most important to you in a career?

Rank each element on a scale of importance: 1 = most important, 2 = somewhat important, and 3 = least important.

Authority/ability to make decisions or to influence _____

Collaboration with others _____

Competitive environment _____

Excitement _____

Flexible schedule/time off _____

Freedom from authority _____

Health care _____

Innovation opportunities _____

Intellectual stimulation _____

Leading/coaching others _____

Learning opportunities _____

Money/financial gain _____

Promotion opportunities _____

Recognition _____

Relationships _____

Retirement planning _____

Stability/loyalty _____

Status of title, position, or company _____

Travel opportunities _____

Other _____

Other _____

2. Walkaways

What aspects of a new job are nonnegotiable for you?

List all the elements you rated a 1 in your must-have list that would prompt you to walk away if they weren't included in a job opportunity.

1. _____

2. _____

3. _____

4. _____

5. _____