

LIFE DESIGN & CAREER AWARENESS

COMPREHENSIVE SELF-ASSESSMENT WORKBOOK (EN)

This workbook is designed to help you get to know yourself better, clarify your life design and career direction, and turn scattered thoughts into a more coherent picture.

There are no right or wrong answers. Answer honestly, for yourself.

1. Wheel of Life – Life Wheel

Theme: Big picture, balance, satisfaction

What does it do?

It helps you see the balance between different areas of your life – as if some slices of the wheel are overinflated and some are flat.

HOW TO USE

a) Choose 6-8 life areas that matter to you right now.

Examples: work/academia, money, health, social life, family, romantic relationship, personal development, hobbies/creativity, etc.

My life areas:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____

b) For each area, give a score between 0-10:

"How satisfied am I with this area right now?"

c) Draw a circle, divide it into slices for each area and fill each slice up to the score.

What does it show?

- Where am I doing relatively well?
- Where are there serious gaps?
- Which part of my life do I need to work on first?

Quick reflections:

2. Values Analysis

Theme: Inner compass, meaning, direction

What does it do?

It clarifies what is truly important to you. You see whether your goals, lifestyle, and daily choices are aligned with your values.

HOW TO USE

a) Brainstorm a list of values.

Examples: freedom, security, creativity, justice, aesthetics, learning, simplicity, power, love, service, impact, community, curiosity, independence...

My value ideas:

b) From this list, choose the 10 that resonate most with you.

Top 10 values:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____
- 10) _____

c) Now select and rank your top 5 (1 = most important).

Top 5 values (in order):

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

d) For each of these 5 values, ask:

"How much does my current life allow me to live this value?"

Score each from 1-10.

High importance + low score → tension area

High importance + high score → nourishing area

Notes:

3. Role Analysis + Stakeholder Map

Theme: Who am I with, who expects what, who am I?

What does it do?

It clarifies the different roles you play and the expectations attached to them.

The answer to "Why am I this tired?" often comes from here.

ROLE ANALYSIS

a) List your roles.

Examples: instructor, researcher, designer, student, friend, partner, child, sibling, colleague, mentor, mentee...

My roles:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____

b) For each role, reflect:

- What is expected from me in this role?
- How do I define myself in this role?
- How much does this role nourish me / drain me? (1-10)

STAKEHOLDER MAP

Place yourself in the center. Around you, list important people and institutions: supervisors, students, family, teammates, employers, committees, organizations...

For each stakeholder, note:

- Nature of our relationship
- Their expectations of me
- My expectations of them

Result questions:

- Where do I need clearer boundaries?
- In which role is there overload?
- Which relationships are nourishing? Which are draining?

Quick notes:

4. Johari Window

Theme: Self-knowledge, feedback, blind spots

What does it do?

It reveals the gaps between how you see yourself and how others see you.

The four areas:

- Open Area: qualities known both by you and by others (e.g. hardworking, analytical, patient).
- Blind Area: qualities you are not aware of, but others see (e.g. you come across as very critical or tense).
- Hidden Area: things you know but do not show (feelings, vulnerabilities, dreams).
- Unknown Area: potential that neither you nor others are aware of yet.

HOW TO USE

a) Make a list of adjectives about yourself:

b) Ask a few trusted people (friends, advisor, partner, colleague):
"How do you see me? What are my strengths? What should I be careful about?"

c) Compare the lists:

- Overlap = Open area
- Only others mention it = Blind area
- Only you mention it = Hidden area

Reflection:

What surprised you? What would you like to change or experiment with?

Notes:

5. Strengths-Based Approach (Strengths Analysis)

Theme: Focusing on strong muscles rather than deficits

What does it do?

Instead of "I lack this, I don't know that", it asks "Where do I shine?"

Strategy is built on your strengths.

HOW TO USE

a) Write 5-10 moments in your life when you felt good and successful.

Events:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____
- 10) _____

b) For each event, ask:

- Which skills did I use?
- Which values were at play? (creativity, resilience, empathy, analytical thinking, leadership, curiosity, etc.)

c) Look for recurring themes, skills and values.

Result:

Your "signature strengths" emerge. Building your goals and projects on these strengths makes them more sustainable and enjoyable.

My possible signature strengths:

6. Life Wheel → Values → Roles → Strengths

Together, these four models answer:

"Who am I, what do I care about, what is my life like right now, and which muscles am I playing with?"

From here, we move to:

- How do I manage my time?
- How do I set my goals?
- How do I design my future?

Short reflection:

7. Time & Energy Log

Theme: Daily reality, invisible leaks

What does it do?

Rather than just "How busy am I?", you see what is actually eating your time and energy.

HOW TO USE

For 3-7 days, write what you do in 30-60 minute blocks.

For each block, note:

- Energy score (1-10): did this nourish me or drain me?
- Value contribution (1-10): how much does this contribute to my long-term goals?

You will start to see these categories:

- High energy + high value → protect and increase these activities
- Low energy + high value → important but heavy; systematize, get support
- High energy + low value → hobbies / breaks; use intentionally
- Low energy + low value → reduce or drop

This analysis prepares the ground for Eisenhower, Pareto and GROW.

Insights:

8. Eisenhower Matrix

Theme: Prioritization – Important vs. Urgent

What does it do?

It turns the chaos of "There's so much to do" into "Handling what matters first".

The four quadrants:

- 1) Important & Urgent: crises, near deadlines → DO NOW
- 2) Important & Not Urgent: thesis, articles, career planning, portfolio → SCHEDULE
- 3) Not Important & Urgent: some emails, small requests → DELEGATE / LIMIT
- 4) Not Important & Not Urgent: social media, random browsing → REDUCE

HOW TO USE

Take your weekly to-do list and sort each item into one quadrant.

Then, especially for quadrant 2 (important but not urgent), block time in your calendar.

My examples:

9. Pareto Analysis (80/20)

Theme: More impact with less work

What does it do?

It helps you notice tasks whose return is far below the effort.

HOW TO USE

Ask yourself:

- In the last year, what made the biggest difference in my career/life?
- Of the things I am doing now, which ones produce most of my long-term impact?

Often:

About 20% of activities produce about 80% of results.

Result:

- Intentionally increase that 20%.
- Simplify, delegate or minimize the remaining 80%.

Notes:

10. SMART Goals

Theme: Taking goals out of vagueness

What does it do?

It turns vague wishes like "I want to get better, I want to write more" into trackable goals.

SMART:

S - Specific

M - Measurable

A - Achievable

R - Relevant (aligned with your values)

T - Time-bound

Example:

Instead of "I'll write an article" say:

"By 15 June, I will finish a 6000-word draft article on topic X, suitable for journal Y."

My own SMART goal:

11. GROW Model

Theme: Coaching-style progress, focusing on a single goal

What does it do?

It is especially useful to structure a single goal (thesis, project, career step).

GROW:

G - Goal: What do I want? Is this goal SMART?

R - Reality: Where am I now? What is going well? What is difficult?

O - Options: What are possible paths? Plan B? Plan C?

W - Will: What will I do? What is my first step? When and how will I start?

My GROW reflection:

Goal: _____

Reality: _____

Options: _____

Will / first step: _____

12. WOOP Model

Theme: Self-discipline, realistically facing obstacles

What does it do?

It helps you plan by taking into account inner obstacles like procrastination, fear, or loss of motivation.

WOOP:

Wish – A realistic but exciting goal.

Outcome – If this happens, what will be good? How will I feel?

Obstacle – What is the biggest internal obstacle? (low motivation, self-doubt, anxiety, distraction...)

Plan – If-then plans: “If X happens, I will do Y.”

Example: “If I do not feel like starting to write, I will just open the draft for 10 minutes.”

My WOOP plan:

Wish: _____

Outcome: _____

Obstacle: _____

Plan: _____

13. Connecting the Models:

Wheel of Life + Time/Energy + Eisenhower + Pareto + SMART + GROW + WOOP

Together these models ask:

“How will I direct time and energy into the life areas that matter to me (Wheel of Life / values), and with which goals and steps will I manage this?”

A possible sequence:

Wheel of Life → Decide which areas to focus on.

Time & Energy Log → See where your time is currently going.

Eisenhower + Pareto → Prioritize and simplify.

SMART + GROW → Create clear goals and a roadmap.

WOOP → Factor in psychological and habit-level obstacles.

14. “Design Your Life” Approach

Theme: Future scenarios, design thinking

What does it do?

It breaks the pressure of “a single right life path” and encourages you to design and test multiple possible lives.

HOW TO USE (SIMPLE VERSION)

Write 3 alternative 3–5 year scenarios:

Plan A: An evolved version of your current path.

Plan B: A somewhat different path – maybe another city, a different focus area, more practice-oriented or more theoretical.

Plan C: A more radical / creative / “fantastical” scenario that still excites you.

For each scenario, reflect:

- What would my daily life look like?

- What would I produce?

- Who would I work with?

- Pros and cons?

- What small prototypes can I test now?

(guest lecture, short project, workshop, summer school, temporary city change...)

Notes:

15. Peak-Valley Analysis

Theme: Learning from past experiences

What does it do?

By analyzing the highest and lowest points in your past, you can make smarter choices about the future.

HOW TO USE

Imagine a timeline for the last 10 years.

Mark your key:

- Peak moments: times when you felt strong, alive, fulfilled.
- Valley moments: times when you struggled, felt exhausted or unhappy.

For each event, ask:

- What was happening?
- Who was I with?
- Which skills was I using?
- Which of my values could be expressed? Which were suppressed?

Patterns emerge:

From peaks – “What are the conditions that make me feel alive?”

From valleys – “What keeps draining me again and again?”

When you notice a “valley trigger” in the future, you can create preventive strategies.

My insights:

16. Thinking About All the Models Together

When many models stack up, it can feel confusing. But they all ask the same core questions through different lenses:

Who am I? What do I care about?

- Values Analysis
- Wheel of Life
- Strengths
- Johari Window
- Roles & Stakeholders

What is my daily life actually like?

- Time & Energy Log
- Eisenhower Matrix
- Pareto Analysis

Where do I want to go? How will I get there?

- SMART Goals
- GROW Model
- WOOP Model

How am I designing the future and what am I learning from the past?

- Design Your Life
- Peak-Valley Analysis

You can come back to this workbook anytime. Revisit your answers, update them, and notice how your picture changes over time. Real change grows out of these small repeated reflections.