**1 Your Professional Chronology**

Please write down, from college on, all the jobs you’ve held, including the current one, and summarize the following:

**What specifically motivated you to take this job?**

|  |  |
| --- | --- |
| **Job** | **Motivation** |
| 1. Tutor | help others use knowledge money |
| 2. Yellowstone | get out of house away from family, travel, need for job and money |
| 3. Steamboat & WM | travel, money, job need |
| 4. Marine World | money |
| 5. Michael's | money, craft love, help others |
| 6. Pet store | money, animals, help others |
| 7. Americorps | money, job need, help others, build skill to re-enter workplace |
| 8. SOA | money, job |
| 9. STC | Dolls, sewing, creative, community, helping others, control, |
| 10. Businesses AOS, BMM, CI, CPE | Writing help others |

**How satisfied you were with it? (Scale of 1 to 10, where 10 is highest)**

|  |  |
| --- | --- |
| **Job** | **Rating** |
| 1. Tutor | 6 |
| 2. Yellowstone | 3 |
| 3. Steamboat & WM | 3 |
| 4. Marine World | 6 |
| 5. Michael's | 7 |
| 6. Pet store | 2 |
| 7. Americorps | 8 |
| 8. SOA | 7 |
| 9. STC | 9 |
| 10. Businesses AOS, BMM, CI, CPE | 9 |

**What you loved about it; What you disliked about it**

|  |  |  |
| --- | --- | --- |
|  | **Love** | **Dislike** |
| 1. Tutor | Helping, teaching | Hours, pay |
| 2. Yellowstone | Location | Pay |
| 3. Steamboat & WM | Location | Pay hours work conditions |
| 4. Marine World | Animals, supervisor | Pay, hours |
| 5. Michael's | Teaching, helping others | Pay, hours |
| 6. Pet store | Animals, helping | Pay, hours |
| 7. Americorps | Teaching, helping others | Pay |
| 8. SOA | Reports, Database, Geek time, Ideas that are implemented, freedom of choice for how to do work | Location, pay, lack of career path, people – lack of team, management changes, clerical tasks as paraprofessional |
| 9. STC | Sewing, websites, dolls, people, teaching, helping others, sense of belonging pattern work | Not enough money to live on for effort put forth |
| 10. Businesses AOS, BMM, CI, CPE | Writing | No money |

**Greatest accomplishment(s)**

|  |  |
| --- | --- |
| **Job** | **Accomplishment** |
| 1. Tutor | Learning and teaching programs I did not know 5 minutes before class |
| 2. Yellowstone | Helping a family from France |
| 3. Steamboat & WM | None |
| 4. Marine World | Merchandising and keeping the shop stocked neatly |
| 5. Michael's | Helping GD Oregon hostess with project while simultaneously helping 3 on phone and 2 additional on floor. Successful workshops and summer camp for kids teaching crafts I did not know before class |
| 6. Pet store | Neat aisles |
| 7. Americorps | Teaching computers to those who were scared of them. Helping others improve their career options via resumes and cover letters |
| 8. SOA | Hab, CIR, system improvements, application and tracking improvements |
| 9. STC | Published books, published articles |
| 10. Businesses AOS, BMM, CI, CPE | Writing |

**Greatest struggle(s)**

|  |  |
| --- | --- |
| **Job** | **Struggle** |
| 1. Tutor | Not laughing at newbies master new OS quickly and new programs |
| 2. Yellowstone | Transportation |
| 3. Steamboat & WM | Health |
| 4. Marine World | Living at home again |
| 5. Michael's | Hours |
| 6. Pet store | Hours |
| 7. Americorps | Pay |
| 8. SOA | Advancement |
| 9. STC | Making enough to justify it as a business and not a hobby |
| 10. Businesses AOS, BMM, CI, CPE | Making enough to justify it as a business and not a hobby |

**Talents, skills, and abilities you utilized in this job**

|  |  |
| --- | --- |
| **Job** | **Talent** |
| 1. Tutor | Teaching public speaking |
| 2. Yellowstone | Cash handling customer service |
| 3. Steamboat & WM | Customer service |
| 4. Marine World | Inventory management customer service cash handling |
| 5. Michael's | Multi tasking cash handling customer service teaching project planning |
| 6. Pet store |  |
| 7. Americorps | Business writing technical writing report writing teaching public speaking |
| 8. SOA | Writing reports business requirement gathering communication policy procedures regulation writing uml project management delegation team leadership interviewing troubleshooting prioritization task management SharePoint stress management teamwork process creation visual basic professional communications art of the short meeting or email data entry filing systems creation |
| 9. STC | HTML CSS WordPress marketing social media sales product development sewing drafting technical writing business writing policies procedures time management project management finance budgets content management content creation design layout graphic art photography CSS WordPress marketing social media sales product development sewing drafting technical writing business writing policies procedures time management project management finance budgets content management content creation design layout graphic art photography |
| 10. Businesses AOS, BMM, CI, CPE | Combo of Americorps SOA and STC |

**Why you left (honestly!)**

|  |  |
| --- | --- |
| **Job** | **Reason** |
| 1. Tutor | Graduated |
| 2. Yellowstone | Contract end of season |
| 3. Steamboat & WM | Health and laid off |
| 4. Marine World | Moved |
| 5. Michael's | Birth of kid |
| 6. Pet store | Birth of kid |
| 7. Americorps | End of contract |
| 8. SOA | Unchallenged, lack of advancement opportunities, know I can do and be more than glorified clerk, want more from a career |
| 9. STC | Hobby still want to do this at least part time |
| 10. Businesses AOS, BMM, CI, CPE | Hobby still want to do this at least part time |

**Key lesson(s) you took away from this work experience (positive or neg.)**

|  |  |  |
| --- | --- | --- |
| **Job** | **Positives** | **Negatives** |
| 1. Tutor | Adapting teaching |  |
| 2. Yellowstone | , can handle money | Need to drive |
| 3. Steamboat & WM | it was a job | Can’t live in altitude and cold despise food service, cashiering and retail |
| 4. Marine World | Am good with inventory and stock work |  |
| 5. Michael's | Am good at thinking on the go and teaching others even if I don’t know what I’m doing myself yet. | Despise retail |
| 6. Pet store | Attention to details | despise retail |
| 7. Americorps | Adapting to surroundings, teaching is a passion |  |
| 8. SOA | planning, am good a ideas and, good at technical writing and procedure development and problem solving | Do not like repetitive clerical work dislike implementation in some cases such as repetitive update work |
| 9. STC | Love to draft, love to sew, like web work, am ok at marketing | Can’t make a living doing what I love, suck at design, not so good at sales |
| 10. Businesses AOS, BMM, CI, CPE | Love to write | do not do it often enough |

**2 Your unique attributes**

Please record as truthfully as possible your answers to the following questions. Remember, there are no right or wrong answers.

**The early you**

Go back and review your teens and early adult years. Everything you are today was nurtured from seeds planted then.

Jot down everything you can recall about the following:

What did you absolutely love to do (hobbies, activities, passions, interests, etc.)

photography Sewing travel pattern drafting pattern drafting class industrial sewing class computers programming music gymnastics photography animals

What came easily and naturally?

Pattern Drafting sewing computer programming photography

How did you stand out from others your age?

Sewing computers programming bicycle

What made teachers, parents, friends and others remember you and praise you?

History English class pattern drafting class industrial sewing class unafraid to jump in and help or try something

What skills, talents and activities helped define your identity then? Sewing crafts computers programming

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Love to Do** | **Natural Talent** | **Different from others** | **Why** | **Defined me** |
| Sewing | Mostly like OOAK not production work | Dolls and non person clothes | Found out that its easy to do | Influenced by mother's doll business |
| Computer programming | Started young | Not mainstream | Logical and get to see a result | Only couple languages as youth more later on |
| Fixing things | No had to be taught | Not really | Needed to fix bike and sewing machine | Yes dad taught skills |
| Pattern Drafting |  |  |  |  |
| Animals |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Standards of Integrity**

**Has there been one defining moment or period in your life (positive or negative) that significantly shaped your future? If so, please describe:**

being in and then getting out of a bad marriage while recovering from surgery and having to start over including working with kids and going to college

**What are the qualities you value most in others?**

Perseverance to stick with things

**Please list all the people in your life and work who have qualities you admire. Type their names, using the checklist below to spur your memory. Take your time and reach back in to your past.**

**The list of possibilities includes:**

Your family, such as your mother, father, sisters, brothers, grandparents

School, such as teachers, principals, classmates, workers

Friends from school, work, home, social outlets, or any other source

People in the healing professionals, such as doctors, therapists, alternative-medicine professionals

World leaders, spiritual or political

Any others whom you admire deeply

|  |  |  |
| --- | --- | --- |
| **name** | **Qualities** | **Traits** |
| Parents | Loyal creative | Loving perseverance |
| Mr C | Supportive intelligent | Generous perseverance |
| Stephen | Intelligent | Snarky humorous supportive |
| Hillary | Intelligent | Supportive |
| Carol | Intelligent, helpful | Supportive caring |
| Kaleem | Helpful | Caring |
| Iris | Truthful helpful | Supportive |
| Elon Musk | Intelligent brilliant creative | Pioneering |
| Lori Randal | Intelligent |  |
| Current Pope | Compassionate, brave |  |

Look at each name, starting with the first and working down. On the right side of the paper, record all the qualities and traits you admire most about the person. A quality is something that inspires you, such as: loyal, intelligent, adventurous, courageous, self-confident, creative, truthful, and so on.

Go through each individual, from the first on down the list, and write down the qualities you admire. If one person shares qualities with one above, simply put a check mark next to that attribute. List any additional traits you admire in that person not found in the first person. As you proceed you will develop a list of qualities with check marks that indicate when the quality was noted more than once.

**An example might be:**

Mother Loyal √√

Dad Courageous √√√

Friend Lisa Truthful √√√

Healer Lynn Kind √√

Mother Theresa Compassionate √√

Sister Intelligent √

Now read the list of qualities. Starting from the top, look at each trait. Does reading this word warm your heart, if only for a moment? Do you like being in the presence of people who have this quality? If yes, underline this word. Go through the entire list, underlining all words that resonate in your heart and soul.

The words you’ve underlined are traits and qualities that you value deeply, and that reflect who you really are, deep inside of you. These are your Standards of Integrity. Use this list of qualities to guide you in your life and your actions.

These qualities are you, at your core. These are also qualities that you need to be free to express in your food shelter job, career and life to be happy. List your q creating a residual incomeualities here:

**2C Reasons for working**

|  |  |  |
| --- | --- | --- |
| **For what purposes, reasons and outcomes are you working?** | **If you w. Sharing my knowledge with others.on 10 million dollars today in the lottery, would you continue to work? If so, what work would you do?** | **What career/profession/job would you have if you knew you could not fail?** |
| Bills food shelter | NO I’d start investing after paying off bills creating a residual income | Teaching sewing and crafts that are dying arts by travelling to shows or travelling the world to learn more. Sharing my knowledge with others. |
| Kids | Continue sewing for dolls |  |
|  | Travel to shows |  |
|  | Teach |  |

**2 d Preferences**

**What are your ideal preferences in work life:**

|  |  |
| --- | --- |
| **Structured or Flexible organization:** | Flexible |
| **Hie possibly with some travelrarchical or Egalitarian:** | Egalitarian |
| **Type of people you work with:** | Intelligent mutually supportive relaxed |
| **Type of products/services/programs you wish to contribute to or promote:** | Something that helps other in society not health care related but something fun that helps oth Unlimited potentialers relax |
| **Hours you wish to work:** | Day time hours |
| **Ideal commute:** | As little as possible, office close to home or working from home possibly with some travel |
| **Pace of Work Environment:** | Average with well thought out changes to processes instead of band aids and knee jerk reactions. Proactive not reactive |
| **Financial compensation you wish to receiv**  **e:** | Living wage for area we live in for AK that is $35-40k minimum for other places more. Unlimited potential |
| **Vacation and othe**  **r benefits you wish to receive:** | Health, dental vision. Options to do my own investments |
| **Other:** | Paid time off that doesn’t depend on s  omeone has to be in the office just because there are 2 of one type of worker. Flex time to make up for appointments |

**2 e Communications and interaction style**

**1 Are you introverted or extroverted?**

A hybrid if I’m in the middle of a b

ig project an introvert. If I’m bored looking for something to do an extrovert full of ideas

**2 Do you prefer wor**

**king with teams/staff or independently? Reporting to someone, or on your own? Do you like to manage and lead others?**

I like teams where a team is necessary but like working on my own for the portio

n that is my part of a project without others breathing down my neck. Delegating and leading is something I can do but need more opportunity to practice.

**3 What type of relationships would you like to have with your boss, colleagues, clients, customers, staff, etc.?**

Working relationship, not too close but fine if there’s opportunity to go socialize or just hang out or run for coffee.

**4 Do you prefer to communicate through writing (email, etc.) or in person?**

Writing is preferred as I find it less intrusive to workflow than in person but can’t be afraid to just walk in and chat if it is obvious that written communication isn’t working or is just going to be too slow

**2 f skills talents gifts**

|  |  |
| --- | --- |
| **What are you particularly skilled at?** |  |
| **What are your special natural talents and gifts?** |  |
| **What are the areas in which you’ve received special training?** |  |
| **What do you love doing?** |  |
| **What do you love being?** |  |

**2 g energy and joy drainers**

|  |  |
| --- | --- |
| **What do you hate doing?** |  |
| **What do you hate being?** |  |

**3 Work life balance**

**What is critical to you to have in terms of work/life balance?**

**4 financial needs and wants**

|  |  |
| --- | --- |
| **What are your financial needs?** |  |
| **What do you believe you need to earn to be happy?** |  |
| **What are your financial dreams and desires?** |  |
| **How close are you right now to having reached your financial dreams and desires (select one number)?** |  |
| **Very Far Away Very Close**  **1 2 3 4 5 6 7 8 9 10** |  |
| **Are your feelings or concerns about money keeping you from changing job/career?** |  |

**5 Future you**

**Ask yourself, “When I am 90 years old looking back on my life, what do I want to be able to say I’ve done?” Please type out your answers as concretely, specifically, and in as much detail as you can.**

**What accomplishments do you want to have made? What legacy do you wish to leave? What do you want to be known for? What do you want to have given and stood for? Please don’t limit yourself…be as expansive as possible (brag!).**

**In reviewing what you’ve written, how close is your life right now to the way you want it to be (please avoid “5s” if you can)?**

**Very far away Very Close**

**1 2 3 4 5 6 7 8 9 10**

**Why?**

**6 Potential transitions**

**Review the list of statements below, and honestly ask yourself “Does this reflect what I’m going through today?” Check all that apply.**

· **Successfully balancing my home life and work life feels almost impossible right now.**

· **I’m having some health problems that won’t go away.**

· **I’ve experienced a loss of someone or something I deeply loved, and I feel changed because of it.**

· **Sometimes I feel like things are starting to “fall apart.”**

· **I feel like I’ve awakened somehow, and I want to start smelling the roses.**

· **My company has let me down, and I don’t feel the same about it as I used to.**

· **I long to make a greater contribution somehow.**

· **I feel there’s something else out there for me to do now, but I’m not sure what it is.**

· **I have gifts and talents I’m not using, but I deeply long to start using them.**

· **In some ways, I don’t like who and what I’ve become.**

· **I dislike what I do, or I’m so bored by it, but I have no idea what other work I would do.**

· **I feel bruised and beaten up by work and by life.**

· **I don’t want to keep doing this work, but I don’t have a way out financially.**

· **I just don’t want to keep up with this competition and pace anymore. I’m tired of it.**

· **I want to help people somehow, and not hurt people or be hurt anymore**

**If any of the above fit your experience, transition is occurring, and it can be very positive, if you are ready to embrace it and understand the change it is suggesting to you.**

**7 Your life intentions**

It is critical in designing a joyful and fulfilling life, to understand deeply what your life intentions are, and to make choices in life that are consistent, always, with your life purpose. To uncover your life intentions, please do the following exercise:

a List all the things that you have always wanted to do or have in life. Write down whatever comes to mind. You have all the freedom in the world. You will not be held to this list. It can be pure fantasy, not necessarily based on the reality of your current circumstances. This is just to get out of your mind and onto a piece of paper everything that has captured your interest over the years.

Write it down, even if what you want to have or do seems outrageous. The more audacious, the better, in fact! Just makes sure it is something you really want. The list may look like this:

When you discover the underlying reason for your choice, write it down next to the dream you’ve listed. Put it in the form of “to be…” For example, you may want to take your kids to Disney World because it satisfies your desire to be a good parent. Write “to be a good parent.” Similarly, writing a best-selling novel would make it possible for you to be a well-respected author, so write “to be a well-respected author.”

This exercise doesn’t necessarily commit you to actually doing these things (unless you truly want to!). It is a way to get to know the desires that influence each of your choices.

When you complete this process, you will have a preliminary list of your Life’s Intentions. Use this list to guide you in evaluating your choices and decisions.

**Share your intentions here:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What you dream of doing and having** | **What You’ll be or become through this** | **Why do I want this?** | **What desire will it satisfy?** | **What will it help me “be” and “become.”** |
| Model S or D by 2020 |  |  |  |  |
| Writing more professionally |  |  |  |  |
| Owning a business |  |  |  |  |
| Going on a trip around the world |  |  |  |  |
| Having enough money for my kids education |  |  |  |  |
| Paying off the house |  |  |  |  |
| Fulfilling career |  |  |  |  |

**8 Potential directions**

What directions/jobs/career/industries have you brainstormed or fantasized about for your career? (Don’t hold back – nothing’s too small or too big).

|  |  |
| --- | --- |
| **What work have you thought you might love to try at some point (no matter how “way out” it is)?** | **What new field(s) have you thought about getting more education, training, or certification in (if any)?** |
| Programming | Project management |
| Statistics | Database administration |
| Project management | Programming |
| Web development |  |
|  |  |
|  |  |
|  |  |

**9 New insights**

**What new insights have you gained about yourself and your professional path from this assessment?**

**What choices are facing in terms of where you’d like to take your career?**

**What new directions do you wish to pursue and/or explore or research, after completing this assessment?**

**What do you really want to create and achieve (the “awesome most” thing) in this next chapter of your life and work?**