

# Career Clarity Workbook

*A Psychology-Informed Guide to Finding Your Direction*

## How to Use This Workbook

This workbook guides you through structured self-reflection to gain career clarity. Set aside 60-90 minutes in a quiet space. Be honest—there are no "right" answers.

**You'll need:**

- A notebook or digital doc for expanded answers
- Uninterrupted time
- An open, curious mindset

## Part 1: Understanding Yourself

### 1.1 Your Core Values

Values are what make work meaningful. Review the list below and circle your top 5.

**Career Values List:**

- Autonomy & Independence
- Financial Security
- Creativity & Innovation
- Impact & Social Good
- Learning & Growth
- Recognition & Status
- Work-Life Balance
- Collaboration & Teamwork
- Leadership & Influence
- Stability & Predictability
- Variety & Change
- Helping Others
- Challenge & Competition
- Flexibility & Freedom
- Prestige & Reputation

**Now narrow to your Top 3:**

- \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_

**Reflection Question:**

Does your current role honour these values? Where's the gap?

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## **1.2 Energy Audit**

Understanding what energises vs. drains you is key to sustainable career satisfaction.

**Think about your current or recent work. Rate each activity:**

| Activity | Energises Me (1-10) | Uses My Strengths (Yes/No) |

|-----|-----|-----|

| Working independently | | |

| Collaborating with others | | |

| Analysing data/information | | |

| Creating/designing | | |

| Presenting/speaking | | |

| Writing/documenting | | |

| Problem-solving | | |

| Managing/leading others | | |

| Learning new skills | | |

| Routine/repetitive tasks | | |

**What patterns do you notice?**

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## **1.3 Personality Patterns**

Answer honestly based on what feels natural, not what you think you "should" be.

**Where do you get energy?**

- Mostly from interaction with others (Extravert)

- Mostly from alone time and reflection (Introvert)
- A balance of both (Ambivert)

#### **How do you take in information?**

- Through concrete facts and present realities (Sensing)
- Through patterns, possibilities, and future implications (Intuitive)

#### **How do you make decisions?**

- Through logic, objectivity, and fairness (Thinking)
- Through values, impact on people, and harmony (Feeling)

#### **How do you organise your life?**

- Prefer structure, plans, and closure (Judging)
- Prefer flexibility, spontaneity, and keeping options open (Perceiving)

#### **Based on your answers, what work environments suit you best?**

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## **Part 2: Exploring Possibilities**

### **2.1 Ideal Day Exercise**

Imagine a fulfilling workday 12 months from now.

**Describe it in detail:**

**What time do you wake up?** \_\_\_\_\_

**Where are you working? (Office, home, co-working, travel)**

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**What's the first task you do?**

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**Who do you interact with?**

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**What type of work are you doing? (Creating, analysing, leading, teaching, etc.)**

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**What makes this day feel meaningful?**

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**What time do you finish?**

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**How do you feel at the end of the day?**

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## **2.2 Role Models & Anti-Models**

**Role Models (People whose careers inspire you):**

| Name/Role | What I admire | What's transferable to me? |

|-----|-----|-----|

| 1. |||

| 2. |||

| 3. |||

**Anti-Models (Careers you definitely don't want):**

| Role/Situation | Why it doesn't appeal | What does this tell me? |

|-----|-----|-----|

| 1. |||

| 2. |||

## **2.3 Skills Inventory**

**What are you good at?** (Don't be modest—list 10-15 skills)

- \_\_\_\_\_ 6. \_\_\_\_\_ 11. \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_ 7. \_\_\_\_\_ 12. \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_ 8. \_\_\_\_\_ 13. \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_ 9. \_\_\_\_\_ 14. \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_ 10. \_\_\_\_\_ 15. \_\_\_\_\_
- \_\_\_\_\_

**Which 3 skills energise you most when you use them?**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Part 3: Defining Your Direction

### 3.1 Gap Analysis

**Where I am now:**

- Current role: \_\_\_\_\_
- What's working: \_\_\_\_\_
- What's not working: \_\_\_\_\_

**Where I want to be:**

- Ideal role/field: \_\_\_\_\_
- Why this appeals: \_\_\_\_\_
- What success looks like: \_\_\_\_\_

**The gap between now and ideal:**

- Skills I need to develop: \_\_\_\_\_
- Experience I need to gain: \_\_\_\_\_
- Connections I need to make: \_\_\_\_\_

### 3.2 Decision Criteria

When evaluating career options, what matters most?

Rate each factor (1=low priority, 5=essential):

Criteria	Priority (1-5)
Salary/compensation	
Job security	
Career progression opportunities	
Work-life balance	
Meaningful/impactful work	
Learning & development	
Flexible working	
Company culture/values fit	

| Location | |

| Team/people I work with | |

**Top 3 non-negotiables:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### **3.3 Next Steps Plan**

Based on this workbook, my next viable steps are:

This week:

- \_\_\_\_\_
- \_\_\_\_\_

This month:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

This quarter:

- \_\_\_\_\_
- \_\_\_\_\_

## **Part 4: Reflection & Integration**

### ***Final Reflection***

What surprised you most working through this workbook?

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What patterns or themes emerged?

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What's one action you're committed to taking this week?

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**What support do you need to move forward?**

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## Recommended Next Steps

- \*\*Share your insights\*\* with a trusted friend or mentor
- \*\*Schedule informational interviews\*\* with 3 people in roles that interest you
- \*\*Try one small experiment\*\* to test a possible direction
- \*\*Revisit this workbook\*\* in 3 months to track progress

## Need Personalised Support?

If you'd like structured, expert guidance on your career journey, consider booking a 1:1 Career Facilitation session.

**Learn more:** [www.yourwebsite.com/services](http://www.yourwebsite.com/services)

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