

# 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? |

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| 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	

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| 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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