



CAREER ZEN

# AI-DRIVEN CAREER GUIDANCE :-

@ MAIN PG

STEP 1  
STEP 2  
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STEP 8



# STRATEGIC CAREER GOAL SETTING

Let's start with deciding your high-level tentative long-term and short-term career growth. It's fine if you are not entirely clear with what you want to achieve.

You can always come back here and tweak it a little as needed based on further steps. But this will guide you through the further steps.

Deciding your strategic career goal helps you like a north star throughout this exercise. Throughout the workshop, we'll be breaking down your goals into exact steps and initiatives you'll take to achieve your goals.

## STEP 1

In next 12 months I want to...

Firstly, define what you want to achieve in the next 12 months of your career. It will help you align your plan for the year and decide strategic steps to reach this goal.

## STEP 2

In next 3-5 years, I want to...

Then, define what you want to achieve in next 3-5 years. This is your long-term goal and it should be based on your aspirations for yourself. Whether you want to lead a team, or become highly expert in a certain specialisation, this is your place to mention it.

## STEP 3

In next 3-5 years, I want to...

Then, decide what you definitely don't want for your career ahead. This helps you eliminate things in your career that don't align with your future goals.

## STEP 4

In next 3-5 years, I want to...

Finally, define the kind of team and team-members do you want to work with. Write in detail the kind of team that brings out the best in you.



Your Name Here

## MY STRATEGIC CAREER GOALS

Note down your long-term and short-term goals here.

It helps you align your next strategic steps and understand what you want and what you absolutely don't want for your career.

**In next 12 months, I want to...**

Write here...

**In next 3-5 years, I want to...**

Write here...

**I certainly don't want to...**

Write here...

**I want to work with people who...**

Write here...



# PERSONAL VALUES EXERCISE

It's time to take a closer look at the values that are most important to you as you navigate your design career.

By identifying the values that resonate with you, you'll be able to make decisions and take action that aligns with your goals and motivations. You may find that there are many values on the list of 80 values that resonate with you, but it's crucial to choose the ones that are most meaningful and motivating to you.

These values will act as a guiding light, helping you make decisions and take action that aligns with your goals and aspirations. Additionally, understanding your values will help your team members build a culture that aligns with your goals and motivations.

## STEP 1

MASTERY

✓ SemiBold

Go through each of these values in the list, and if you find a value that resonates with you a lot, select that value and change it's font-weight from Regular to Semi-Bold to shortlist.

## STEP 2



Pencil P

Now among all the values that you highlighted, circle the top 10 ones that you find most important to you.

## STEP 3

MASTERY

Go through your top 10 circled values again, and from that, pick 5 values that precede over other values. Drag these values to the left dotted rectangle.



Your Name Here

## VALUES THAT RESONATE WITH ME THE MOST

In this activity, you'll see 80 values on the right.

Use the Pencil tool to circle over top 10 values that resonate with you the most. Then among these 10 values, narrow down the top 5 values and drag them below:

DRAG TOP 5 VALUES HERE

ACCEPTANCE

ACHIEVEMENT

ADVENTURE

AGILITY

AUTHENTICITY

AUTHORITY

BALANCE

BOLDNESS

CHALLENGE

COLLABORATION

COMMUNICATION

COMMUNITY

COMPASSION

CREATIVITY

CURIOSITY

DEPENDABILITY

DETERMINATION

DEVELOPMENT

DIVERSITY

EMPATHY

EXCELLENCE

FAIRNESS

FAMILY

FLEXIBILITY

FOCUS

FREEDOM

FRIENDSHIP

FUN

GENEROSITY

GRATITUDE

GREATNESS

GROWTH

HAPPINESS

HARD WORK

HEALTH

HONESTY

HUMILITY

IMAGINATION

IMPACT

IMPROVEMENT

INDIVIDUALITY

INNOVATION

INTEGRITY

KNOWLEDGE

LEADERSHIP

LEARNING

LEGACY

LOYALTY

MASTERY

MEANINGFUL WORK

OWNERSHIP

PASSION

PATIENCE

PEACE

PERSISTENCE

POPULARITY

POSITIVITY

POWER

PROSPERITY

RECOGNITION

RELATIONSHIPS

RELIABILITY

REPUTATION

RESPECT

RESPONSIBILITY

SECURITY

SELF-ACTUALIZATION

SELF-IMPROVEMENT

SPIRITUALITY

STABILITY

TEAMWORK

TIME MANAGEMENT

TRANQUILITY

TRANSPARENCY

TRUSTWORTHINESS

WEALTH

WINNING

WISDOM

WORK ETHIC

WORK-LIFE BALANCE

# CAREER STEPS IN NEXT 6-12 MONTHS

Now that you know the values that align with you the most, use this activity to recognise the key steps you want to take in your career in the next 6-12 months.

You can either use the steps already mentioned in the template, or write your own steps.

This will help you keep yourself aligned and focused on your goals this year. Not just that, it will help leadership team in your company help you achieve those steps.

## STEP 1

Go through the steps mentioned in the list one by one. Evaluate if you want to achieve this in next 6 months, 12 months, 1 Year or later, Never or if you have already achieved it. Here is how you'll mark them:

**In 6 Months:** Add a tick in the 6 months column.

**In 12 Months:** Add a tick in the 12 months column.

**After 1 Year:** Add a tick in the 1Y Later column.

**Already achieved it:** Add a tick next to the item text in first column.

**Never:** If you aren't interested in achieving a step in foreseeable future, delete the item by selecting the text, or leave it be.



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## STEP 2

\_\_\_\_\_Write your own \_\_\_\_\_

If there is anything else you want to do or include in your steps for short-term goals, write it in the space at bottom, or replace a step that you won't be doing in foreseeable future.



Your Name Here

## CAREER STEPS IN NEXT 6-12 MONTHS

In next 6-12 months, what steps would you like to take to grow your career?

Mark each item in the timeline you believe you will achieve it in with this tick-icon:



DON'T mark anything if you don't want to take that step even an year later, or add tick next to the item if you have already achieved it.

IN 6 MONTHS   IN 12 MONTHS   1Y LATER

Take on a larger/more complicated project	<input checked="" type="checkbox"/>		
Develop my leadership skills			
Improve my management skills			
Work on a different product altogether			
Mentor members of our team			
Become a pro at User Research Methods			
Work closely with other teams, like _____			
Publish a blog about _____			
Do more public speaking			
Learn more about our customers by interviewing them			
Do more pm-like work, specifically _____			
Use data analytics to understand users			
Manage a team or explore the option of managing			
Become an industry leader in: _____			
Live / work abroad in: _____			
Enhance my education / go back to school			
Share my expertise in _____ to interested colleagues.			
I would like learn more about _____ from _____			
_____Write your own _____			
_____Write your own _____			



# DESIGN SKILL SCORING CHART (PRESENT & FUTURE)

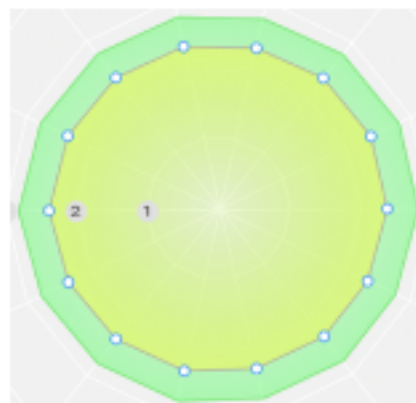
Now that you have some understanding of steps you want to take in your career in next 6-12 months, use this chart to rate your current skillset (In Yellow) in each of these 14 areas.

Then based on your future goals, go ahead and map how you want your skillset to look like in next 1-2 years (In Green).

This will help you understand the areas you have to work most on.

Recognise and note down top 3 skills that you want to work on in future to reach your target.

## STEP 1



Tap thrice on the yellow area to see the anchors. Drag these anchors on the radar chart to rate your current competency. Repeat the same with the Green polygon to map out your desired/future competency.

YOUR PRESENT

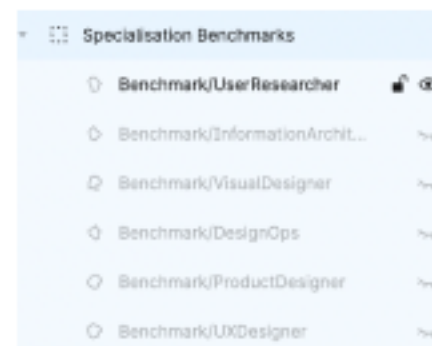
YOUR FUTURE

## STEP 2

SKILL GOES HERE

Recognise 3 skills that have highest delta/difference between your current score and target (future) score. Note it down in the placeholder.

## STEP 3 (🎁 BONUS)



Notice in the left panel of your Figma skill chart frame "Specialisation Benchmarks". You'll see the rough benchmarks of top design specialisations. Turn them ON with the eye icon to see how you match up with different design specialisations. See which one of these specialisations matches you most closely.



Your Name Here

## SKILL SCORING CHART

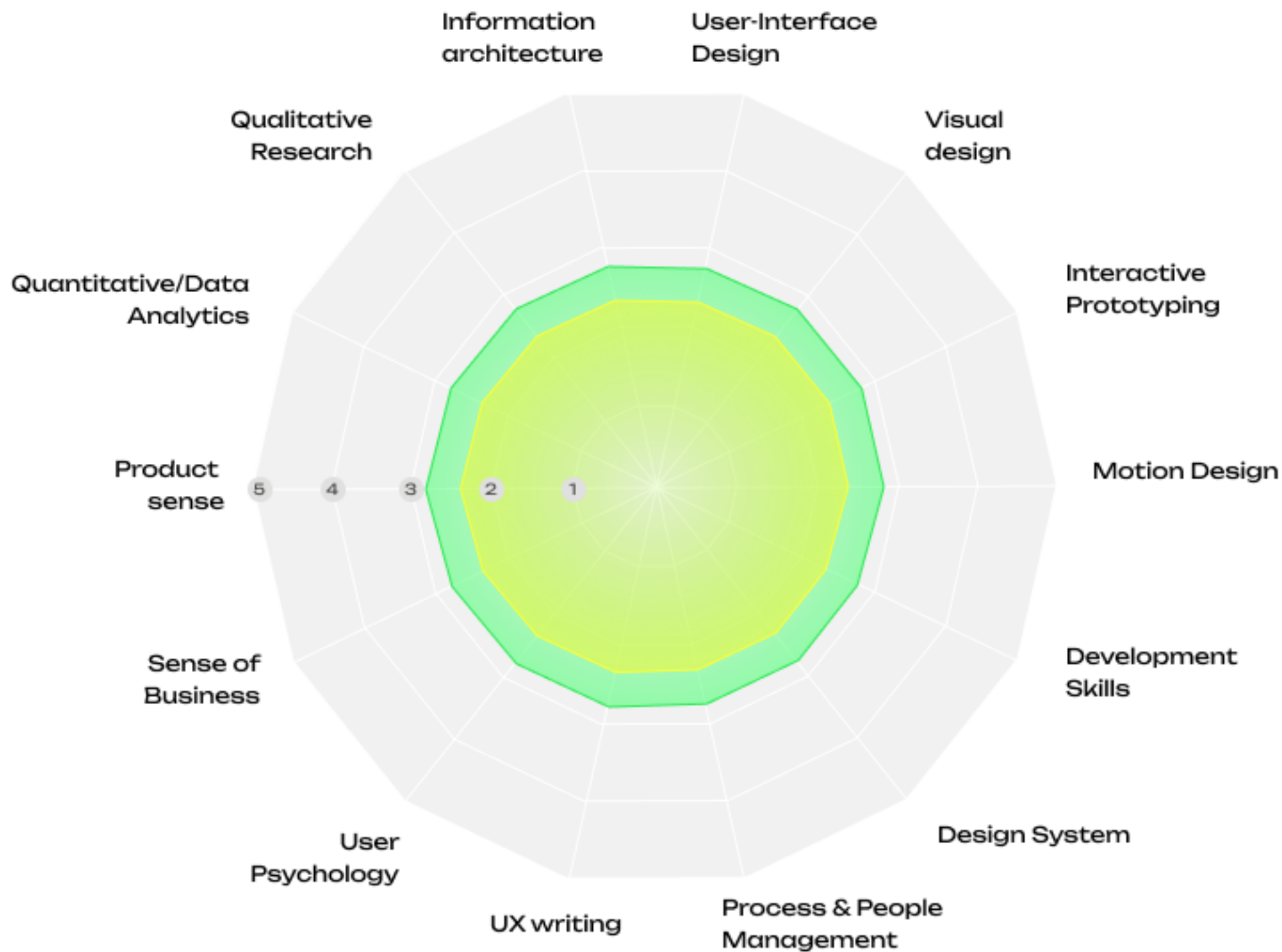
3 Skills that have highest difference in score between my current and target (future) skills are:

SKILL 2 GOES HERE

SKILL 3 GOES HERE

MY PRESENT

MY FUTURE



BACK







# RECOGNISE TOP SKILLS FOR THE YEAR

Based on your skill map for current and future skills, recognise the skills where you need to focus most of your time this year to reach your career goals. There must be many skills among the 14 skills that you want to improve upon, but choose only the skills that you believe will help you the most in your future endeavours.

We all have limited energy and time in life, and it's important to choose the right skills to add in this activity.

Rank the skills from most amount of time you want to spend on to the least.

Rearrange them as needed.

## STEP 1

SKILL GOES HERE

Recognise the skills from the previous activity that you want to spend most time improving this year. Double tap on the the skill component to add the name of your desired skill.

For the top 3 skills you can use the skills that you narrowed down in previous activity. Then add names of other skills that you think will help you the most in your career plans.

## STEP 2



Rearrange the skills till you are satisfied with the ranking. Remember, in the next activity, we'll focus on only the top 3 skills from this activity.



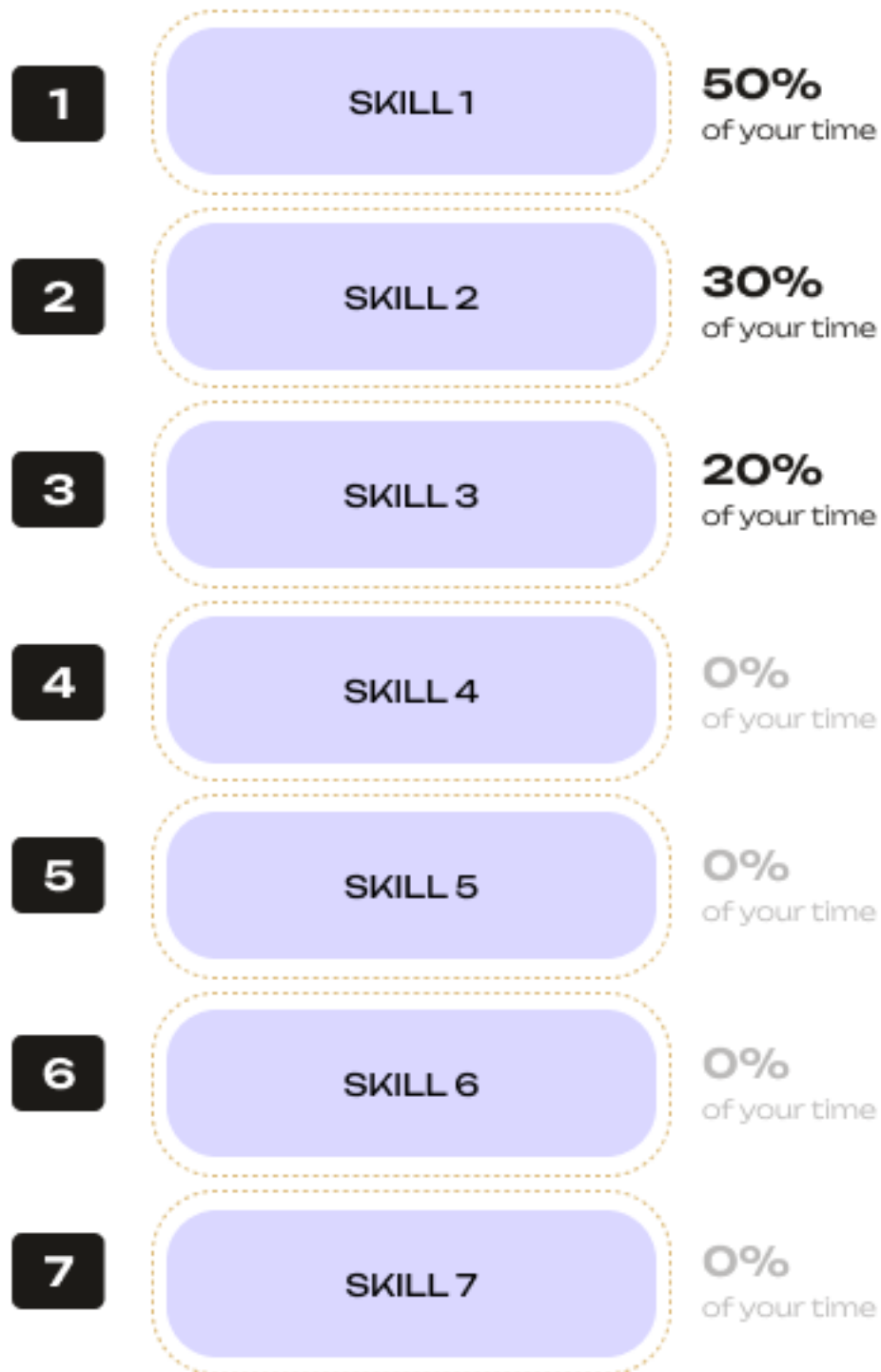


Your Name Here

## TOP SKILLS TO FOCUS ON THIS YEAR

Rename the skill cards on the right with the skills that you will focus on most this year to reach your strategic career goals.

Rearrange the skills as needed till you're satisfied with the ranking of the skill from most important to least.



# STRATEGIC STEPS TO TAKE FOR EACH TOP SKILL THIS YEAR

Each of the 14 skills in the previous activity is an umbrella to many other skills that a designer must acquire on their way to mastery.

Based on the top 3 skills that you recognised in the previous activity, in this activity, you will decide the sub-skills that you need to work upon, it's obstacles/challenges and steps you will take to achieve/learn that sub-skill.

This will help you put your aspirations into action by creating a clear and achievable plan for how to get there.

## STEP 1

Add Sub-Skill for your skill

Start with your top skill. Add a sub-skills within your chosen skill that you need to learn/improve upon. If you need help brainstorming which sub-skills may be helpful, you can refer the reference page ahead.

## STEP 2

Obstacles on your way

Then, recognise the top obstacles/challenges you foresee in achieving/learning that skill. It could be something personal too. This will help you understand what could potentially stop you from achieving it.

## STEP 3

Steps you'll take to achieve

Lastly decide the steps you will take to overcome the obstacle and strategically achieve mastery in this sub-skill. Make sure these steps are achievable in next 12 months, which keeps you accountable.

# STEPS TO TAKE FOR EACH TOP SKILL



Your Name Here

1

SKILL GOES HERE

50%  
of your time

2

30%  
of your time

3

20%  
of your time

SUB-SKILL	OBSTACLE	STEPS YOU'LL TAKE FOR IT
Explain the sub-skill you want to acquire or get better at.	Write here...	Step 1: Step 2: Step 3: Step 4:
Explain the sub-skill you want to acquire or get better at.	Write here...	Step 1: Step 2: Step 3: Step 4:
Explain the sub-skill you want to acquire or get better at.	Write here...	Step 1: Step 2: Step 3: Step 4:
Explain the sub-skill you want to acquire or get better at.	Write here...	Step 1: Step 2: Step 3: Step 4:

SUB-SKILL	OBSTACLE	STEPS YOU'LL TAKE FOR IT
Write here...	Write here...	Step 1: Step 2: Step 3: Step 4:
Write here...	Write here...	Step 1: Step 2: Step 3: Step 4:
Write here...	Write here...	Step 1: Step 2: Step 3: Step 4:
Write here...	Write here...	Step 1: Step 2: Step 3: Step 4:

SUB-SKILL	OBSTACLE	STEPS YOU'LL TAKE FOR IT
Write here...	Write here...	Step 1: Step 2: Step 3: Step 4:
Write here...	Write here...	Step 1: Step 2: Step 3: Step 4:
Write here...	Write here...	Step 1: Step 2: Step 3: Step 4:
Write here...	Write here...	Step 1: Step 2: Step 3: Step 4:

# SUB-SKILLS SUGGESTIONS FOR REFERENCE

## Qualitative Research

### Research Methods

- Usability testing
- User modeling — personas and scenarios
- Card sorting
- Ethnography, contextual inquiry
- Participatory design
- Diary studies
- Cognitive walkthroughs
- Focus groups
- Accessibility research

### Research Tools

- Familiarity with new tools (e.g., UserZoom)
- Creating highlights videos

### Synthesise and Report

- Research Report with visualisations and understandable user-behavioural insights
- Literature review

### Recruit Users

- Innovative methods to recruit users for research
- Maintain a participant-repository for research

## Quantitative/Data Analytics

### Alternate User Data

- Eyetracking and heatmaps
- Logs analysis
- Survey creation and analysis

### Product Analytics

- Adobe/Google analytics
- Clevertap

### A/B Testing

- Experiments (A/B testing)

### Data

- Statistical analysis
- Data analysis with R

### Storytelling with Data

- Use data and visualisation to tell compelling user-stories

## Interactive Prototyping

- Figma Prototype
- Principle Prototype
- Framer Prototype
- Axure Prototype

## User-Interface Design

### Design Skills

- Product design / strategy
- Figma Advanced
- Brand Design
- Accessibility Design
- Wearable design
- TV design

### Collaboration

- Design Sprints
- Brainstorming Workshop

## Information architecture

### IA Research

- Card Sorting
- Tree Testing
- Usability Testing

### Product Analytics

- User Flow Path Analysis
- Session Recording

### A/B Testing

- Experiments (A/B testing)

## Visual design

- Using Core visual design fundamentals in the product
- Typography
- Iconography
- Illustration System
- Brand Design

## Motion Design

- Visual Animation with AfterEffects
- Creating Optimised Lottie Files
- Micro-animations with Figma

## UX Writing

- Write clear & concise product copy
- Write pertinent copy for all UI elements
- A/B Test Copy

## Design System

- Create a DS that can be published for public.
- Grow and maintain DS
- Lead workshops to gather design requirements
- Make Style guide
- Create effective design processes
- Document and optimize design process
- Design governance.
  - Establish and maintain design guidelines
- Review and feedback process to ensure that design is consistent.

## Product Sense

- Create product roadmaps
- Competitor Analysis
- User Stories
- Impact product vision

## Process & People Management

- Verbal communication
- Influencing skills
- Written communication
- Time management
- Negotiation tactics
- Navigating complex orgs
- Give/receive feedback
- Difficult conversations
- Assertiveness training
- Managing teams
- Emotional intelligence
- Hiring great people
- Team building
- Conflict resolution
- Industry networking
- Motivating Team
- Organising Fun Workshops

## Development Skills

- Computer Science Fundamentals
- Development processes
- Knowledge of existing and new technologies
- Security
- Dev Project planning
- Launch Planning
- Legal responsibilities

## Business Sense

- Understanding and improving the impact of design on business metrics
- Understanding financial KPIs
- Understanding marketing channels and their part in the overall revenue
- Business vision and future plan
- Improving design thinking for business counterparts in your company

## User Psychology

- Cognitive Psychology Principles
  - Understand how to leverage them in design
- Social Psychology
  - Understand how users interact with each other and how it impacts their experience
- Human Perception
  - Knowledge of influence user behaviour with design
  - Aid in user decision making
- Leverage psychology in user research
  - Understand their needs, motivation
  - Ask questions that dip into innermost user behaviour insights



# VISUALISE YOUR FUTURE

During this activity, you will create a visiting card, a visual representation of your future self.

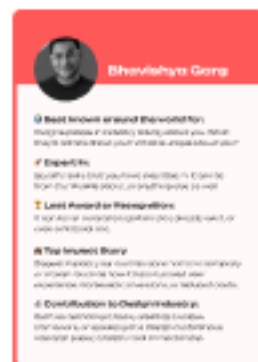
This card will include information about your future professional achievements, skills, and accomplishments. It will also include your goals and aspirations for the next 2 years.

Remember that this is an exercise to help you focus on your future and not to limit yourself to what you currently know or can do. So, be creative, think big and let yourself dream about the possibilities for your future.

## STEP 1

Based on all the previous exercises, Visualise how your future, 2 years ahead, would look like. Feel free to think big and see an audacious vision for your career.

## STEP 2



Start creating your future visiting card.

Tap on the Name component and change it to your own name.

Start filling the details in the card as guided with the instructions in the card itself.

If you need more space, feel free to edit the card or drag-down the text-boxes to expand it.

## STEP 3 (Optional)

Edit card-colors, design, emoji's with your own personal style.

This is like a vision board for you, create something you'd like to review and look at in future.



Your Name Here

## MY FUTURE VISITING CARD

Well, while you wouldn't probably brag so much on a visiting card, feel free to brag here as much as you'd like.

Imagine you have achieved your strategic career goals, how would this card look like?

Create a visiting card for yourself 2 years in future. Tweak colors and design of this card as you'd like.



**Bhavishya Garg**

### **Best known around the world for:**

Imagine people in industry talking about you. What they'd admire about you? What is unique about you?

### **Expert in:**

Specific skills that you have expertise in. It can be from the 14 skills above, or anything else as well.

### **Last Award or Recognition:**

It can be an award/recognition that already exist, or even a fictional one.

### **Top Impact Story**

Biggest impact your contributions had on a company or a team. Such as how it has improved user experience, increased conversions, or reduced costs.

### **Contribution to Design Industry:**

Such as authoring a book, creating a unique framework, or speaking at a design conferences, research paper, a helpful tool or mentorship.