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TECH FOR JOBS



QUESTION

“There is no greater agony
than bearing an
untold story inside you.”

M A Y A A N G E L O U

Quick recap:

- How did writing your *personal professional narrative* go?
- Is there *a greater career obstacle than a professional story untold?*



SESSION GOALS

- **Setting a criteria for jobs:** just like jobs have specific criteria, you as an individual have unique professional needs and aspirations.
- **Pause and reflect:** where you are in your career journey, where you want to go and what you need to get there.
- **Learn how to set effective goals** that can be translated into actionable steps through goal-setting frameworks.

Defining Your Requirements



Take a moment to think about what your own job “requirements” are.

What do you truly need to accept a job or reject it?

Defining Your Requirements

- **Requirements are the essentials—things you need in a job to say "yes". They're not just preferences or a wishlist.**

Requirements align with your real-life requirements and values; such as valuing flexibility at work because you have family commitments.

Needing a promotion to meet family commitments is a need, whereas needing a promotion to keep paying for a Netflix subscription is likely to be on a wishlist.





Defining Your Requirements



To test if something is a true career need, ask, "How would my life be affected if I didn't have this?" For example, what would change if the job weren't remote or hybrid?

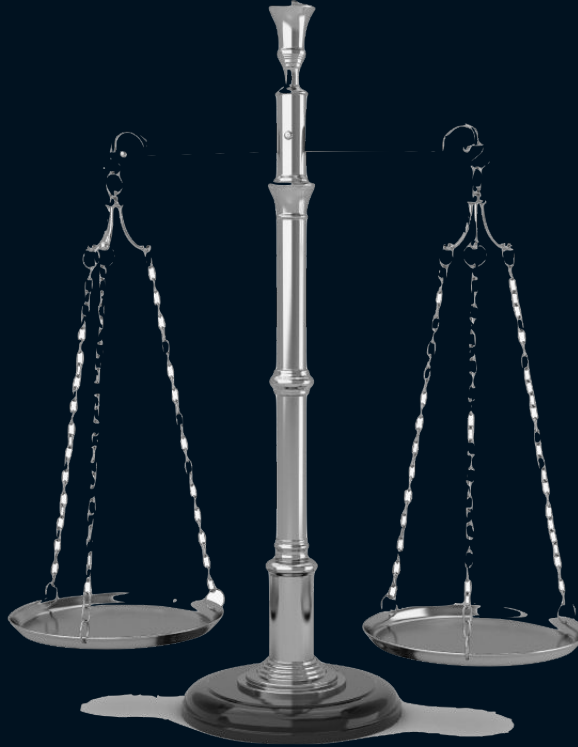


Your Requirements vs. Wants

Requirements

Without these, my life quality will be significantly affected.

- Good salary
- Health insurance
- Reasonable working hours
- Working remotely



Wants







Having these would be great, but they're not deal-breakers.

- Space for learning
- New laptop
- Vacation in the Bahamas
- Community



What Shapes Requirements?

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-  **Finances:** A salary should cover essential living expenses (rent, gas, utilities, and groceries), and include transportation costs.
-  **Location:** Commute should be practical and manageable.
-  **Work Modality:** Consider if you need remote, hybrid, or in-person work.
-  **Stability & Security:** The employer must be stable and reliable.
-  **Career Growth:** Opportunities for advancement and skill development.
-  **Health & Disability:** Ensure the workplace supports health needs and accessibility.

“I want a job, any job!”

Understanding our requirements helps us gain clarity about what we need from a job, which is essential before we can begin setting effective career goals.

Workout with Us

💰 Money, ⚡ Power, ★ Fame:

These categories represent different motivations or aspirations that can shape one's goals and actions.

Steps of the 100-Point Exercise

100 You are given 100 points total to distribute among the three categories.

💣 You can allocate points in any way you wish **BUT** must use all 100 points **AND** not give them equal values.

💬 Share your distribution with us on Slack!

Workout with Us




After distributing the points, let's reflect on the following:


- Why did I allocate more points to one category over others?
- How does this allocation align with my current goals or desires?
- What sacrifices or trade-offs am I making by prioritizing one category?

Workout with Us

Tough Categories, yet they help us understand our core motivations and evaluate whether our daily actions align with our priorities.

 **Money** *could mean greed, but can also mean saving lives and caring for our loved ones' health.*

 **Power** *could excluding others, but could mean supporting what we believe in, and the strength to lead independent, courageous paths and lives.*

 **Fame** *could mean self-centeredness, but could also becoming a role model, and inspiring others by showing them what could also be possible for them.*



From Awareness to Action

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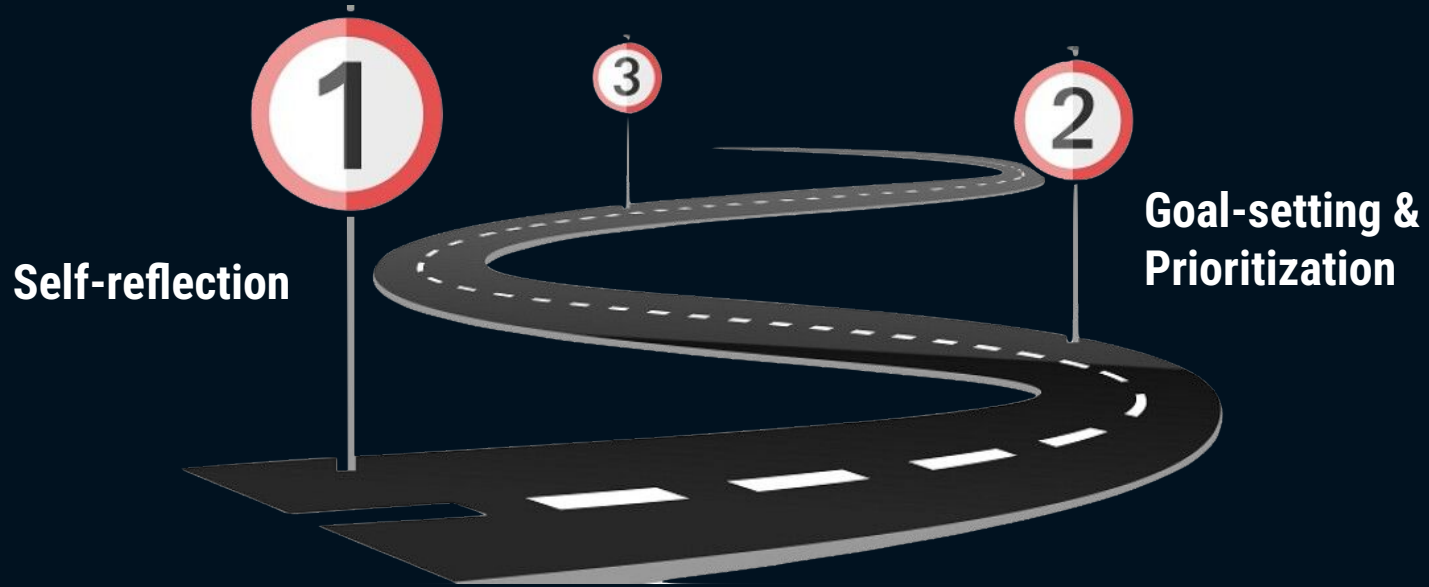
Setting **Strategic Goals** for Career Success



KEY DEFINITION

Goal-setting is a strategic career development exercise that creates a bridge between where we currently are, and where we hope to be.

Action-planning





**Have you ever set a goal that looked amazing
in theory,** but you didn't achieve it?
What do you think went wrong?



Avoiding Common Goal-Setting Pitfalls

Goal: "I want a job"

Send us in Live Chat, what do you think is missing in this sentence? What would you add to aim at this goal confidently?

- *"I want a promotion"*
- *"I want a be an expert"*

"I want a job"

"Within the next months, I want to secure a project assistant position at an NGO focused on education by completing a UN Volunteers online certificate in project management, gaining 50 hours of relevant volunteer experience with local educational nonprofits, developing a specialized resume highlighting my project coordination skills, and networking with at least 15 professionals in the development sector."

"I want a promotion"

"I to become a Senior Marketing Specialist role by developing key strategic skills and demonstrating leadership, with the goal of being considered for promotion within the next 18 months by increasing team performance metrics by 25% and completing two cross-departmental projects."

"I want to be an expert"

"I want to become a recognized graphic design expert specializing in brand identity by June 2026, with a portfolio featuring at least 20 professional client projects and speaking engagements at two industry conferences."

Break Time 😎
Coming back in 10 minutes 👊

Superficial vs. Strategic Goal-setting

Whichever path or model you choose to pursue in goal-setting, make sure to note the difference:

| | | Superficial | Strategic | |
|---|--|-------------|-----------|--|
| 1 | Generic objectives just to make this exercise pass | ✗ | ✓ | Contextualized, grounded, with timelines and tools |
| 2 | Lacks ways to measure progress | ✗ | ✓ | Has milestones and determined ways to celebrate my progress |
| 3 | No feedback mechanisms | ✗ | ✓ | My opinion counts, but it's not the only source I listen to. |



Mastering Goals

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Goals-setting Tools and Techniques

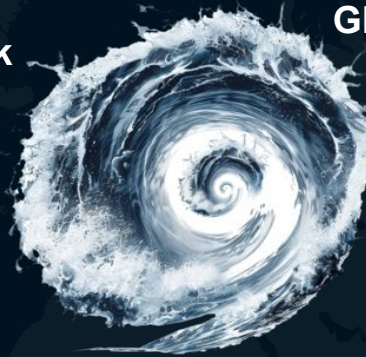


When Is Theory Practical?

SMART Goals Framework

OKRs (Objectives and Key Results)

HARD Goals



GROW Model

CLEAR Framework

BSQ Framework

Theory is here to illustrate, not to dictate.
You are the captain of your ship, not the theory-
but everyone needs a map.

Using the SMART Framework



Other Methods

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Turning Goals Into Reality

1. **Define** a specific objective or outcome you want to achieve.
2. **Break it down** into small steps.
3. **Identify your assets**, list the resources, tools, or the people you need for each task, such as colleagues, role models, and mentors.
4. **Assign a deadline.**
5. **Measure progress**, keep track of small and big wins, and make adjustments along the way.

What we want you to leave with:

- The ability to identify my own requirements.
- Clarity on setting goals: how to, what to avoid, and which tools to use
- A more focused, assured mindset when it comes to creating and following goals





Q&A:

All questions are good questions!