

CAREER ASSESSMENT

USE THESE STEPS TO TAKE A QUICK ASSESSMENT OF WHAT YOU'VE ACCOMPLISHED, WHERE YOU'RE AT, AND WHERE YOU'D LIKE TO BE GOING.



TAKE STOCK OF *Achievements*

WHAT WERE YOUR SIGNIFICANT ACCOMPLISHMENTS THROUGHOUT THE LAST YEAR? WHETHER IT'S COMPLETING A CHALLENGING PROJECT, HITTING SALES TARGETS, OR FOSTERING POSITIVE TEAM DYNAMICS, ACKNOWLEDGING YOUR SUCCESSES PROVIDES A SOLID FOUNDATION FOR SELF-REFLECTION. WRITE THEM BELOW!









REVIEW YOUR *Goals*

REFER BACK TO THE GOALS YOU SET AT THE BEGINNING OF LAST YEAR. GOAL EVALUATION IS A CRUCIAL ASPECT OF CAREER GROWTH.

LIST YOUR GOALS FROM LAST YEAR. PUT A CHECKMARK NEXT TO THE GOALS YOU ACHIEVED:

_____ _____
_____ _____
_____ _____

WHAT CONTRIBUTED TO YOUR SUCCESS?

WHAT OBSTACLES DID YOU ENCOUNTER?

WHAT STEPS CAN YOU TAKE TO OVERCOME OBSTACLES THIS YEAR?

IDENTIFY AREAS FOR *Development*

IDENTIFY AREAS WHERE YOU CAN IMPROVE OR ACQUIRE NEW SKILLS. THIS MIGHT INVOLVE SEEKING ADDITIONAL TRAINING, ATTENDING WORKSHOPS, OR TAKING ON PROJECTS THAT CHALLENGE YOU.

New skillset:

Where to acquire skill:

New skillset:

Where to acquire skill:

New skillset:

Where to acquire skill:

New skillset:

Where to acquire skill:

SEEK *Feedback*

REACH OUT TO COLLEAGUES, SUPERVISORS, AND MENTORS FOR CONSTRUCTIVE FEEDBACK ON YOUR PERFORMANCE. UNDERSTANDING HOW OTHERS PERCEIVE YOUR STRENGTHS AND AREAS FOR IMPROVEMENT CAN PROVIDE VALUABLE INSIGHTS.

WHO HAVE YOU GONE TO IN THE PAST FOR FEEDBACK? LIST THEM BELOW.









CAN YOU EXPAND YOUR NETWORKING CIRCLE TO INCLUDE OTHERS WHO CAN PROVIDE FEEDBACK? LIST THEM BELOW.



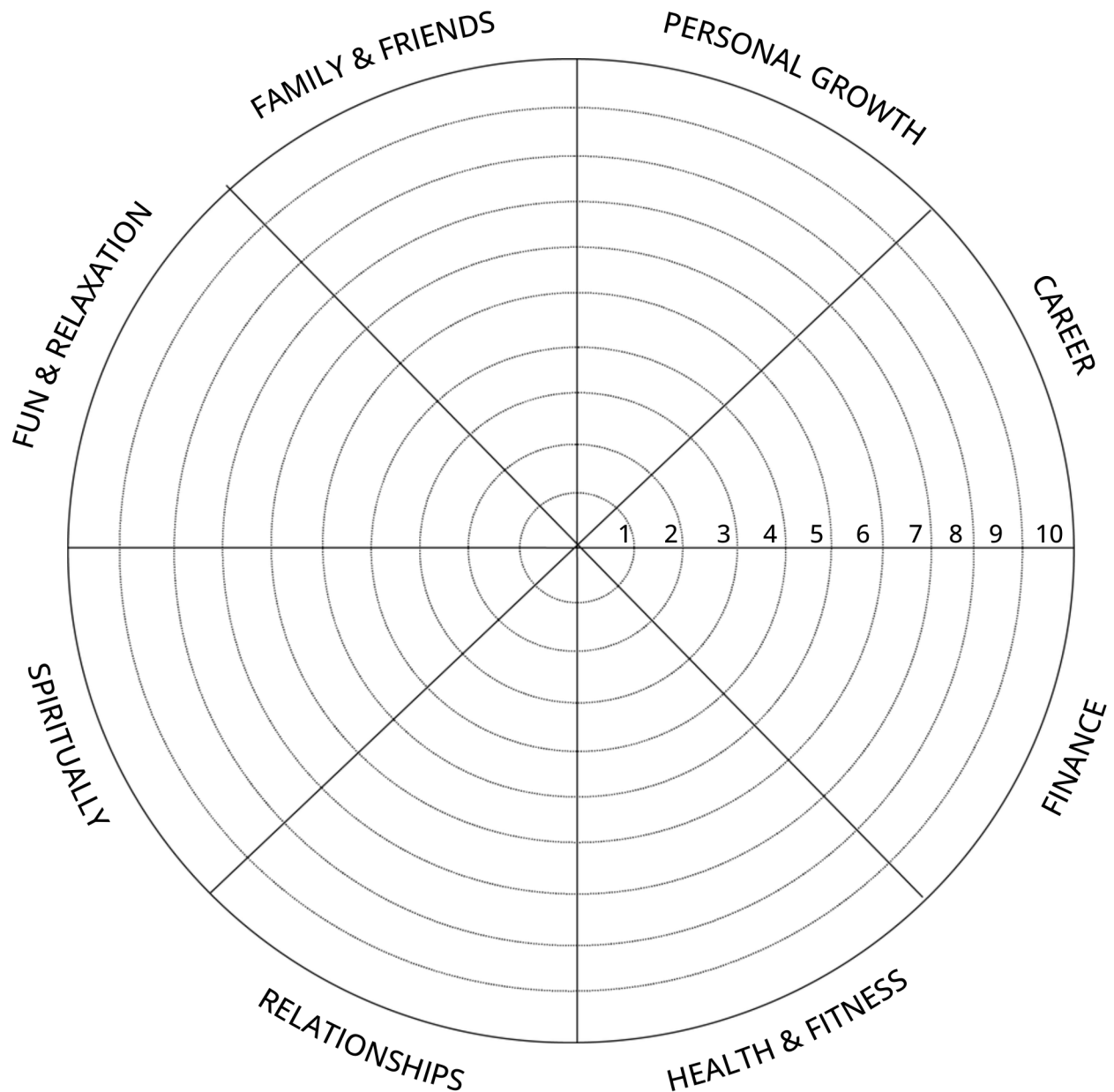






WORK-LIFE *Balance*

RATE HOW YOU FEEL ABOUT EACH ASPECT OF OUR LIFE. CONSIDER WHAT ADJUSTMENTS YOU CAN MAKE TO ENSURE A HEALTHIER EQUILIBRIUM BETWEEN YOUR PROFESSIONAL AND PERSONAL COMMITMENTS.



PROFESSIONAL *Brand*

AS YOU PLAN FOR THE UPCOMING YEAR, TAKE THE TIME TO UPDATE YOUR PROFESSIONAL BRAND. SHOWCASE YOUR ACHIEVEMENTS, SKILLS, AND ASPIRATIONS TO ATTRACT NEW OPPORTUNITIES.

CHECK OFF EACH ITEM BELOW AS YOU COMPLETE THE TASK.

UPDATE YOUR RESUME, USE ACTION WORDS, AND INCLUDE SPECIFIC DETAILS, SHINING A SPOTLIGHT ON YOUR SUCCESSES.

LINKEDIN:
ENSURE ALL JOBS AND DESCRIPTIONS ARE UPDATED.

LINKEDIN:
UPDATE YOUR PROFILE PHOTO AND BIO TO MAKE SURE THEY ARE ACCURATE AND UP TO DATE.

UPDATE OTHER PROFESSIONAL PLATFORMS, INCLUDING PLATFORMS FOR NETWORKING.

EXPLORE *Opportunities*

ASSESS WHETHER YOUR CURRENT POSITION ALIGNS WITH YOUR LONG-TERM CAREER GOALS.

WHAT ARE YOUR LONG-TERM CAREER GOALS? LIST THEM BELOW.

LIST NEW OPPORTUNITIES YOU'D LIKE TO EXPLORE TO GET CLOSER TO YOUR GOALS.

