

STEP 1 : GUIDE TO TAKING STOCK AND SETTING GOALS

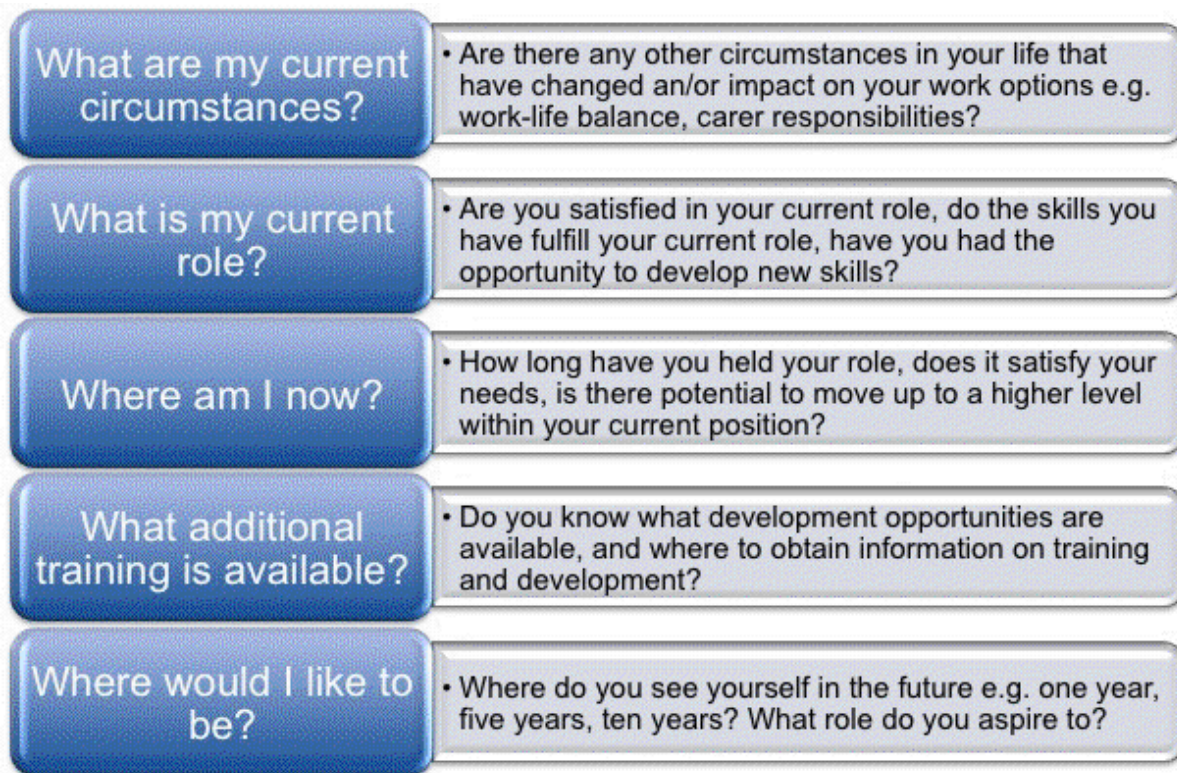
Knowing yourself

Taking stock is about knowing yourself, what motivates you, the skills, experience and education/qualifications you possess, as well as your personal circumstances. You can then use this information to plan your career.

Career Planning

To help you make longer term decisions that support your career, it is helpful to go through a process that will enable you to identify what is going to be right for you.

The five stages of the process are:



Think about what motivates you

We are all motivated by different things. Satisfying your motivators will help you to be productive, satisfied and fulfilled at work. To help you understand what motivates you complete the categories in [What Motivates Me](#). Using the results from this and the above, now decide what your three most important motivators are.

How can you make it happen?

It could be that you have a long held passion for a particular career, but have told yourself that it wasn't possible because there were too many obstacles to overcome. Maybe now is the right time to push through the challenges; remember action cures fear! You may have to study in the evenings when you have been at work all day, but what's the problem with that when twelve months later you could be looking at a new career or job?

The Need for Career Planning

All successful people have one thing in common: they are interested and fully involved in what they do. Interest makes a person go that “extra mile” and is the key to work satisfaction.

However “interest” is seldom given priority in career decision-making. Often people fall into a job choice at an early age without any real thought or planning. Wrong career decisions can make life miserable for individuals, and result in under-utilisation of their skills. Career decisions therefore must be made with great care and can offer you opportunities for fulfilment whatever your reason for looking for a change in career.

You may find it helpful to use the [Career Planning Tool - BLISS](#) which sets out five key areas to assist you in your planning, these are benefits, limitations, interest, skills and sacrifice.

Now that you have analysed where you are currently in your career, and established what motivates and drives you to succeed, it is helpful to answer the following questions to help you formulate your vision for the future:

- Where do I see myself in one, five and ten years and what career moves are on offer to me?
- What demands will new challenges bring and how will I achieve these?
- Will career progression satisfy my interests?
- What additional skills do I need to progress?
- What sacrifices will I have to make to develop my career?

Knowing your skills

It is really important to articulate and capture who you really are and to spend some time collecting this information before you write your CV or complete any application forms.

Spending time on this will really help you to be able to answer interview questions and align your future job role with what drives, motivates and fits with your preferences.

Start by capturing what your skills are. Think about all the skills that

- You have now - they are your building blocks for the future
- You use at work, home, clubs, societies, etc.
- You can easily apply in another job/career, i.e. your transferable skills
- You use in all the things you are proud of or that gave you pleasure i.e. your achievements

Also include:

- What you are doing
- What you are good at
- Something you did well, and what people said about you

List as many examples as you can of how you have used each of these skills in your life and work. You may also find it useful to complete the [My Skills Grid](#) and [My SWOT Analysis](#). You might want to complete this over a period of time (say a couple of weeks) when you can note the skills used to undertake your everyday tasks.

Some of your skills might include:

- Organisation, planning and prioritising
- Communication – verbal and written
- Keyboard skills
- Working effectively within a team and/or on own
- Problem solving
- Customer care
- Developing others
- Training and coaching
- Leadership skills
- Generating new ideas (creative)
- Selling
- Managing budgets
- Negotiating
- Writing reports
- Designing and delivering training events
- Project Management
- Judgement and decision making

Setting your goals

Look at your options using [My SWOT Analysis](#) information. What are your options?

- (1) Do you want to stay doing the same type of job you are doing? or
- (2) Do you want to change and do something completely different?

Pick up a pen and a piece of paper and jot down the goals you want to reach. Look at each goal and evaluate it. Make any changes necessary to ensure it meets the criteria for



If you are considering Self-employment or Freelance Work, you may find the [Guide to Self-employment and Freelance Work](#) useful.

Relevant websites

- <https://nationalcareersservice.direct.gov.uk/skills-health-check/home>
- <https://www.totaljobs.com/careers-advice>
- <https://www.hays.co.uk/career-advice/>
- <https://www.reed.co.uk/career-advice/what-are-transferable-skills/>
- <https://www.monster.com/career-advice/career-path/changing-careers>

Related documents

- [What Motivates Me](#)
- [Career Planning Tool – BLISS](#)
- [My Skills Grid](#)
- [My SWOT Analysis](#)
- [Guide to Self Employment and Freelance Work](#)