



Self discovery is a big part of your *Road to Success Career Plan*. You need to understand YOU before you can decide which career/job goals you want to pursue and the steps you need to take to move toward these goals. Some of the self discovery will actually be validation of what you already know about yourself. Some will be the “ah ha” moment when something new will be discovered or realized. Both are important to help you move forward.

Step back and analyze how you make decisions related to your career/job goals or current work situation. This information will be helpful to you.

↳ *How I usually make decisions checklist. Check all that apply:*



- Ask friend(s)
- Research: get information from the internet and other resources
- Ask a teacher/guidance counselor
- Quietly think it through and decide
- Ask a family member/guardian
- Ask and talk with someone with special expertise
- Decide what my “gut” says makes sense
- Just do it and hope it will work out
- Other: If other, what do you do?



As you consider your future, including the jobs and careers you will pursue, it is important for you to use this time to find opportunities that are as close as possible to what you want and what is a good fit for you. This is not about the perfect match, although at times we get lucky. This is about getting as close as reasonably possible to find a match that allows you to have some of your skills, interests and work values aligned with the career/job you are considering, the continuing education you are pursuing and/or the organization where you could work.

The summary of your top skills, interests and work values that you will list in the chart below will help you decide on a good or great match.

Use your answers from "Starting My Career Plan" to complete the chart below.

My Top 3 Skills	My Top 3 Interests	My Top 3 Work Values
1	1	1
2	2	2
3	3	3



Use the chart below to start to identify your current strengths, weaknesses, opportunities and threats. Use the Starting My Career Plan activity. This will help particularly with your strengths and opportunities.

Write three for each category in the boxes provided. You can use the Update sections later.

Strengths	Weaknesses	Opportunities	Threats
1	1	1	1
2	2	2	2
3	3	3	3
Update 1: Date:			
1	1	1	1
2	2	2	2
3	3	3	3
Update 2: Date:			
1	1	1	1
2	2	2	2
3	3	3	3
Update 3: Date:			
1	1	1	1
2	2	2	2
3	3	3	3

IDENTIFYING MY ACTION STEPS



Finding what is the best job, internship or volunteer experience will change as you become clearer about your needs and career goals. Every experience can offer you the opportunity to develop your skills and to find out what you like and don't like in a work setting. This information will help you to decide future career choices and steps you want to take toward achieving career goals, including continuing education.

The following will help you look for an experience that fits you now. The opportunity I am currently considering is:_____.

Put a check in front of everything that is accurate for the opportunity you are considering.



- Lets me use some or many of the skills I like
- Offers me training or continuing education to enhance my skills
- Offers opportunities to learn new skills
- Gives me exposure to a career I am considering
- Allows me to balance work hours with other responsibilities
- Helps me move toward my long term career/job goals
- Challenges and interests me
- Is a match for my long term career/job goals
- Is at a location that is accessible
- Has co-workers who seem friendly and helpful
- Has a supervisor who seems respectful and supportive
- Is in an organization that fits some or all of my values

⇒ What are your specific skills in each category below? The five skills listed in this section are the skills that employers generally value the most for current and potential employees. Give an example for each skill listed including how you have demonstrated your use of each skill in school or internship or work or your community.

<i>Learning</i>	
<i>Thinking</i>	
<i>Communication</i>	
<i>Technology</i>	
<i>Interpersonal</i>	

⇒ What are the top three careers or jobs that you are considering?

- 1.
- 2.
- 3.

⇒ How do these careers/jobs match your skills, interests and values?

- 1.
- 2.
- 3.

⇒ What are three things you can do while you are still in school to help you reach your career/job goal(s)?

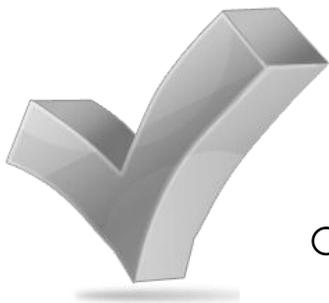
- 1.
- 2.
- 3.



Having a checklist is helpful. Items of importance are listed to help you identify what steps you need to take to move forward in reaching your goals. This checklist is just a beginning list; you should add other steps you want to take that are specific to you and your goals.

It is a great feeling when a checklist item is checked as complete. This check shows forward progress.

As you complete an action on this checklist, check it off and enjoy the satisfaction of a job well done.



- I have decided on the career or type of job I will pursue.
- While pursuing my goals I am keeping in mind that the career or job I am pursuing is realistic at this time and matched at least some of my interests, skills and values.
- I have selected classes that support my interests, skills and values.
- I have developed a plan for searching for a job or the continuing education needed to realize my career/job goals.
- I have developed a list of my skills that I want to use in the workplace. This list includes examples from jobs, internships, volunteer experiences or coursework that demonstrate my competency for each skill listed.