Welcome to
WHAT'S NEXT FOR YOUR CAREER?
7 STEPS TO GET YOU MOVING IN THE RIGHT DIRECTION

Workbook

Name: ________________________________
**EXERCISE #1   Where am I right now?**

**Questions – Set 1**

1. Are you feeling a bit restless in your job lately either because you’ve been at your job for a while now and things are getting a bit dull – or the routine you once loved is now just a bit too routine?  

2. Are there large parts of your job description that no longer seem to be a good fit for you?  

3. Do you like working for your organization but wonder if there could be something more?  

4. Do you enjoy most aspects of your job but find yourself looking for some way to get excited about your work again?  

**Questions – Set 2**

1. Are you noticing things (ways of working or policies, for example) where you have a great idea for how it could be done better?  

2. Do you wish you could put a new project in place that you believe really could make a difference for the people you serve?
3. Are there times you wish had a bit more influence? ☐ ☐

4. Do you wonder what it would be like to help shape the direction your organization should be going over the next ten years? ☐ ☐

Questions – Set 3

1. Have you repeatedly asked for a chance to add to your skill set but keep getting “no” for an answer? ☐ ☐

2. Are you itching to do something different, but you’re not sure what it would be? ☐ ☐

3. Are there new areas you want to explore in your career that you know for certain can’t be explored in your current organization? ☐ ☐

4. Have you noticed a change in your areas of interest or in the type of work you want to be doing? ☐ ☐
EXERCISE 2: Shift your INTERNAL mindset

One of the ways I would like to grow professionally this year is to:
__________________________________________

An issue or cause that has really gotten my attention lately is:
__________________________________________

The skills and competencies that I believe I have really mastered include:
__________________________________________
__________________________________________

The skills or competencies that I really want to master over this year:
__________________________________________

The one or two qualities I would like others to notice about me this year:
__________________________________________
EXERCISE 3: Shift your EXTERNAL activities

Do I know what my own “brand” is? _______ If so, how would I describe it?
_________________________________________________________
_________________________________________________________

What does my workSPACE say about me?
_________________________________________________________
_________________________________________________________

Who would I like to meet (that I don’t already know well) inside my organization? ________________________________

Who would I like to work on a project with (that I haven’t worked with before)?
______________________________________________

How can I become noticed for my contributions inside my professional association? And what is it I want to be noticed for?
_________________________________________________________
_________________________________________________________
_________________________________________________________
EXERCISE 4:  Put some icing on the cake!
Shift your thinking to a whole new level!

One new activity I would love to try is:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

What is one way I could nourish myself (that I might be holding back on)?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

What is one of the unique parts of myself that I’d really like to express in my workplace?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
EXERCISE 5: The Basics of Moving Up – or Around – or Over

What are some ideas I have for moving up (or around) inside my organization?

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Where (what area) would I like to move into?

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Who do I need to share this information with (inside and outside my organization)?

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
EXERCISE 6: The Power of Commitment

And the Value of Support and Savvy ...
EXERCISE 7: The Reasons

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<th>What I might like to pursue elsewhere:</th>
<th>Why I would like to do this:</th>
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Here’s to your career success in 2011!

Presented for American Library Association

by

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