Career Compass

Self-Reflection Exercises for Career Exploration

Prepared by Suprawee Tepsuporn, PhD

Adapted from resources provided by Harvard University’s Office of Career Services
IDENTIFYING YOUR VALUES

1. Read through the list of values and sort them into two groups
   a. Group #1 are the values you feel are important to your job satisfaction
   b. Group #2 are the values you feel you could live without and still be satisfied with the job

2. Further segregate values in Group #1 into the following categories
   a. Most Important
   b. Very Important
   c. Important to Me

3. Continue to review and revise until you can identify 8 values that are most important to you. Record them in order of importance on the My Values section below.

MY VALUES

--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------
Achievement: to have important accomplishments

Adventure: to have new and exciting experiences

Altruism: to have my work benefit people or society

Authority: to be in charge of and responsible for others

Autonomy: to be self-determined and independent

Benefits: to have good medical insurance and retirement plans

Challenge: to take on difficult tasks

Change: to have a life of change and variety

Comfort: to have a pleasant and comfortable life

Compassion: to feel and act on concern for others

Contribution: to make lasting contribution in the world

Cooperation: to work collaboratively with others

Courtesy: to be considerate and polite toward others

Creativity: to have new and original ideas

Dependability: to be reliable and trustworthy

Ecology: to live in harmony with the environment

Entrepreneurial: to have the possibility to develop and control my own projects or business activities

Ethics: to work in an organization that is fair, reputable, and honest

Excitement: to have a life full of stimulations

Fame: to be known and recognized

Family: to have a happy, loving family

Feedback: to know where I stand and how my work is received, both positively and negatively

Fitness: to be physically fit and strong

Flexibility: to adjust to new circumstances easily

Free time: to have enough free time for my personal interests, family life, and/or vacations

Friendship: to have close, supportive friends

Fun: to enjoy my work

Growth: to grow personally and professionally

Health: to be physically well and healthy

Honesty: to be honest and truthful

Hope: To maintain a positive outlook

Importance: to have meaningful work and to make a contribution

Income: to make enough to meet my financial goals

Independence: to do things my own way and working on my own

Influence: to influence others or outcome

Justice: to promote fair and equal treatment

Knowledge: to learn and contribute valuable knowledge

Learning: to have work that helps me learn more and expand my skills

Leisure: to take time to relax and enjoy

Location: to be near loved ones or in a location that suits my lifestyle

Mastery: to excel in my everyday activities

Non-conformity: to question and challenge authority and norms

Openness: to be open to new experiences

Passion: to have deep feelings about ideas, activities, or people

Power: to have control over others
**Prestige**: to work in an organization with a strong positive image

**Purpose**: to have meaning and direction in my work

**Rationality**: to be guided by reason and logic

**Realism**: to see and act realistically and practically

**Resources**: to have access to sufficient supplies, equipment, and well-trained staff

**Responsibility**: to make and carry out responsible decisions

**Risk**: to take risks and chances

**Safety**: to be safe and secure

**Service**: to be of service to others

**Solitude**: to have time and space where I can be apart from others

**Spirituality**: to grow spiritually

**Stability**: to have a life that stays fairly consistent

**State-of-the-art**: to work with the latest discoveries, ideas, or technologies

**Supervisory relations**: to have a knowledgeable, and fair supervisor

**Team spirit**: to work well with others

**Tolerance**: to accept and respect those who differ from me

**Tradition**: to embody ways of life given to me by my ancestors

**Upward mobility**: to have clear opportunities for advancement

**Variety**: to do different things all the time

**Virtue**: to lead a moral life

**Visibility**: to have my position and/or assignment make me well known to others

**Wealth**: to have plenty of money
IDENTIFYING YOUR SKILLS

1. Use the list of *transferrable skills* and select the skills that you possess. Include other skills that you have that are not on the list.

2. Review the selected skills and highlight those that you *enjoy using*. Record up to 10 favorite skills on the *skill-assessment inventory* sheet.

3. Select 4 skills you might want to develop. These should be skills that you believe you would *enjoy* using if you had the opportunity. Record on the *skill-assessment inventory* sheet.

4. Write a PAR statement for each of your favorite skills. Keep each story concise. Include a specific anecdote or experience that illustrates how you have used each skill.
   
   \[
P = \text{Purpose} \ldots \text{what is the situation or task you faced?} \\
A = \text{Action} \ldots \text{what did you do?} \\
R = \text{Result} \ldots \text{what was the results?}
\]
TRANSFERABLE SKILLS
Adapted from Life Work Transitions by Deborah L. Knox and Sandra S. Butzel

Written Communication
Write technical language
Write grant proposals
Edit and proofread written material
Write analysis of study and research

Verbal Communication
Perform before groups
Present ideas effectively in speeches or lecture
Debate ideas with others
Participate in group discussions
Communicate with stakeholders in organization

Analysis
Analyze quantitative data
Compare and evaluate information
Systematize information and results
Formulate insightful and relevant questions
Use statistical analysis tools

Research
Identify appropriate information sources
Utilize electronic search methods
Interview primary sources
Hypothesize and test for results
Gather information from a number of sources
Compile numerical and statistical data

Leadership
Envision the future and lead change
Establish policy
Motivate others to achieve common goals
Communicate with all levels of the organization
Develop and mentor talent
Negotiate terms and conditions

Finance
Calculate
Compute
Keeping accurate and complete financial records
Perform accounting functions and procedures
Forecast expenses and income
Appraise and analyze costs
Create and justify organization’s budget to others

Training
Teach
Advise
Advocate
Coach
Counsel
Guide
Develop educational curriculum and materials
Facilitate a group
Explain difficult ideas
Recommend solutions

Planning
Organize tasks or information
Coordinate people, activities, and details
Develop plan and set objectives
Set and keep time schedules
Anticipate problems and respond with solutions
Develop realistic goals and actions
Arrange correct sequence of information and actions
Create guidelines for implementing an action
Create efficient systems
Insure completion of tasks

Creativity
Visualize concepts and results
Intuit strategies and solutions
Invent products
Express ideas through art form
Create charts for presentation

Management
Manage personnel, projects, or time
Delegate responsibilities and review performance
Develop and facilitate work teams
Provide training for staff
Manage conflicts
Achieve goals within budget and time schedule

Constructing
Assemble and install technical equipment
Build a structure
Understand blueprints and specs
Repair machines
Use tools and machines
<table>
<thead>
<tr>
<th>SKILL</th>
<th>P</th>
<th>A</th>
<th>R</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SKILL:
P………………………………………………………………………………………………………………………………………………
A………………………………………………………………………………………………………………………………………………
R………………………………………………………………………………………………………………………………………………

SKILL:
P………………………………………………………………………………………………………………………………………………
A………………………………………………………………………………………………………………………………………………
R………………………………………………………………………………………………………………………………………………

SKILL:
P………………………………………………………………………………………………………………………………………………
A………………………………………………………………………………………………………………………………………………
R………………………………………………………………………………………………………………………………………………

SKILL:
P………………………………………………………………………………………………………………………………………………
A………………………………………………………………………………………………………………………………………………
R………………………………………………………………………………………………………………………………………………

SKILLS I WOULD LIKE TO DEVELOP
REMEMBERING YOUR INSPIRATION

Who or what inspired you to do what you do now?

What causes do you care about?

What do you want to remember or reclaim as you go forward?

What do you want to let go of or not do as you go forward?

MY CAREER COMPASS:

[Diagram showing overlapping circles labeled 'Inspiration', 'Skills', and 'Values']
NOTES ON BRAINSTORMING WITH A CAREER ADVISOR

Date:

Notes:

NEXT STEPS

I plan to complete the following activity this week:

1. ........................................................................

2. ........................................................................

3. ........................................................................

I plan to complete the following activity this month:

1. ........................................................................

2. ........................................................................

3. ........................................................................

I plan to complete the following activity in the next three months:

1. ........................................................................

2. ........................................................................

3. ........................................................................