



myndly

WORKBOOK

MY CAREER

This workbook is for you if your work-life needs an overhaul, or some TLC.

Designed as an accompanying download for our [Career Kit](#), this workbook will guide you through a process of reflecting on your career; what's working, what's not and what might need changing.

Perhaps you might be:

- Feeling like you're at a crossroads, and you're wondering "where to from here?"
- Considering your next move
- Preparing for job interviews
- Finishing study, and considering what type of jobs to apply for
- Feeling 'blah' in your current work-life situation, and you just want to reflect on it
- Wondering how to design a work-life that's a better 'fit' for you

Whatever your situation, this workbook will help you evaluate your work+life.

To get the most out of it, give yourself time and space to answer all questions. You don't need to do it all at once; you can take breaks and come back to it as you need. To make meaningful change, it's important to answer all questions truthfully.

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TABLE OF CONTENTS

Page 3	...	<i>Reflect</i> on where things are at
Page 4	...	<i>Explore</i> your work+life in more detail
Page 5	...	<i>Consider</i> your strengths
Page 6	...	<i>Consider</i> your values
Page 7	...	<i>Plan</i> how you will move forward
Page 8	...	<i>Appreciate</i> the journey of self-discovery.

Step 1- Reflect on where your career is at

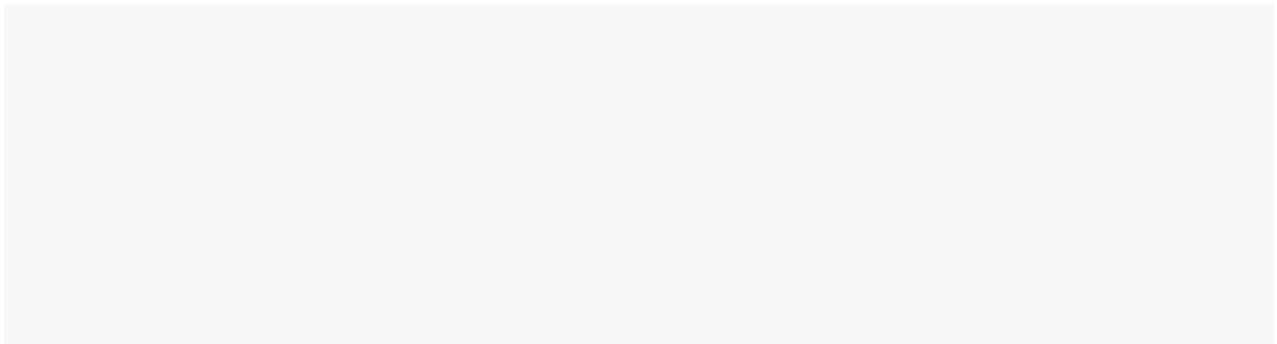
How do you feel about the work* you do?

*Consider your work in terms of your industry not your job. For example, if you work as a marketer, think about how you feel about the role of a marketer, rather than your current marketing job. If you're between roles, reflect on your previous work.



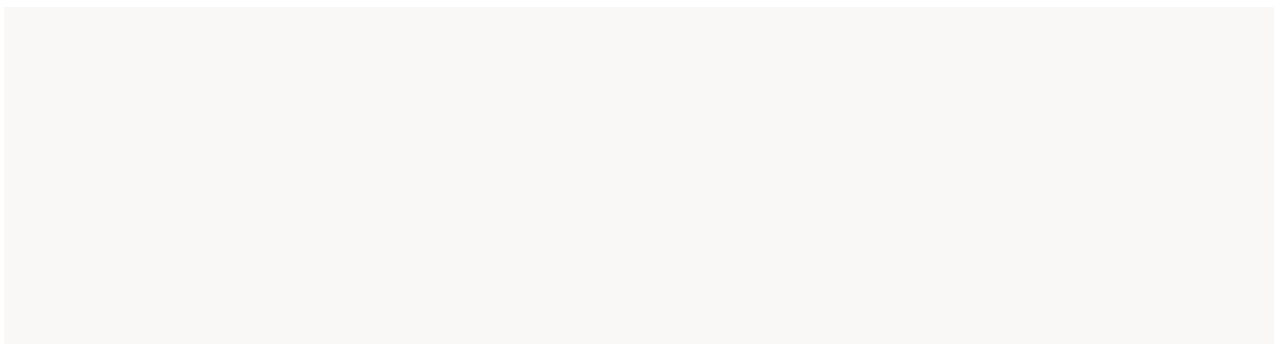
How do you feel about your job*?

*The role you're in now, or the role you had.



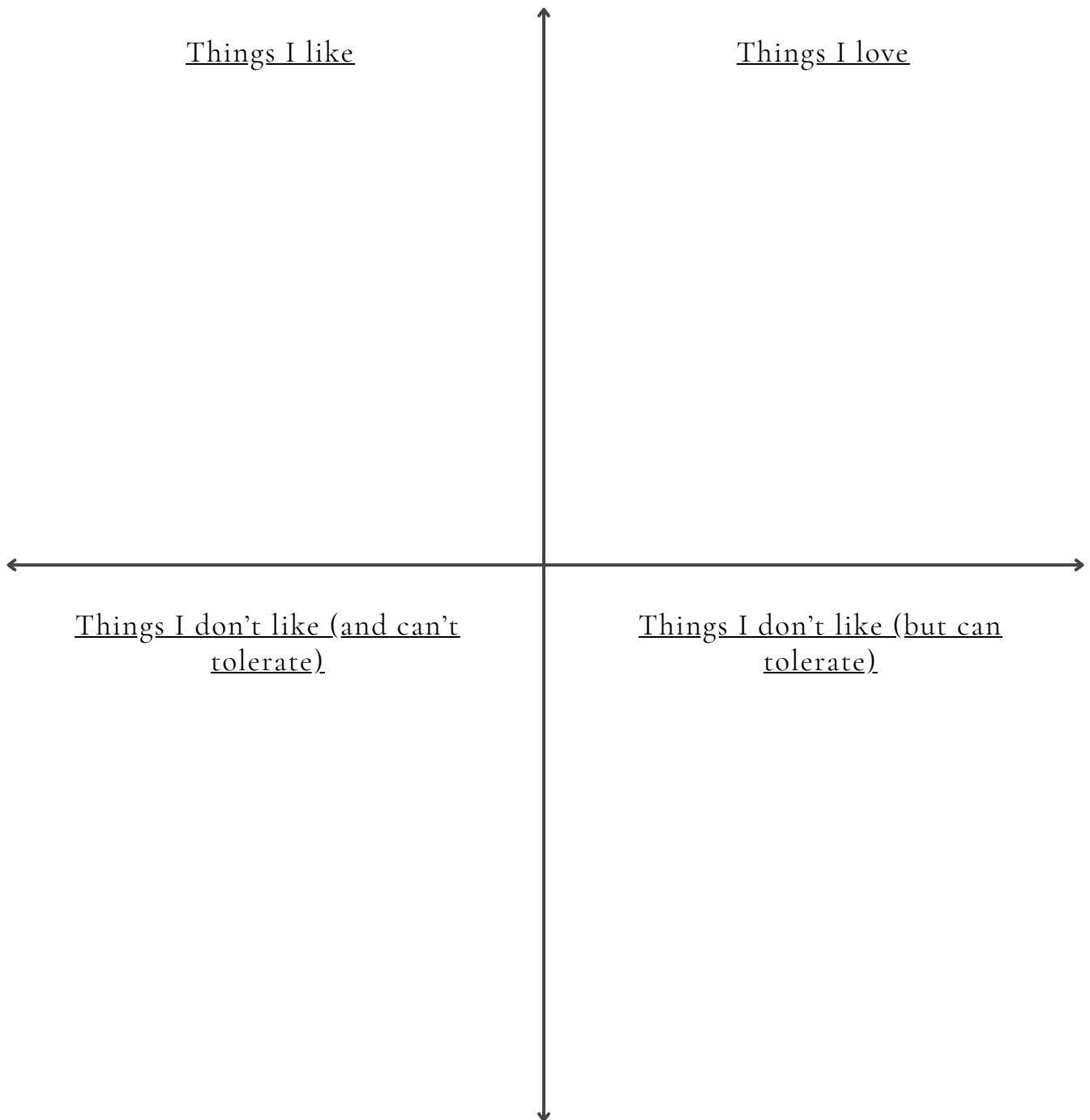
How do you feel about your workplace*?

*Your employer or your own business if you're self employed. Or your past workplace if you are between roles.



Step 2- Explore in more detail

Consider your work+life; the work you do, your job and the workplace.



Step 3 - Consider your Strengths

List your top five *Strengths* and consider whether you use them in your work+life.

I	NEVER	SOMETIMES	ALWAYS
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	NEVER	SOMETIMES	ALWAYS
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	NEVER	SOMETIMES	ALWAYS
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	NEVER	SOMETIMES	ALWAYS
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	NEVER	SOMETIMES	ALWAYS
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Thoughts: Is the job / profession a good use of your strengths? Are there opportunities to use your strengths more? Do you feel joy doing the work you do? Does it engage and excite you?

Step 4 - Consider your Values

List your top five Values and consider whether they align(ed) with your work+life.

	NO	SORT OF	YES
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Thoughts: Is the work / workplace a good fit for you? Are there ways to work-around any misalignment? Do you feel like you're doing something meaningful and worthwhile?

Step 5 - Plan how you will move forward

What do I want? And, when do I want to achieve this?

What do I need to do to get there? Who can help me?

What are some possible challenges I might face, and how can I work through them?

What will keep me motivated and on track?

Step 6 - Appreciate the journey of self-discovery

You've now reflected on your career: what's working, what's not, and what needs changing.

You've considered whether you're using your strengths (the things that bring you joy) and whether what you do is aligned with your values (the things that matter most to you) — and you've defined how you'll move forward.

Do take a moment to appreciate (and celebrate) this journey you've been on!

What you've learned will help you navigate your career, whether it's a complete overhaul or some much-needed TLC. It will also assist you in making changes (big or small!) to design a work-life that's a fit for you.

Finally, below, you'll find space to note down any final thoughts or ideas. You might consider reflecting on how you found this process — it can help make more meaning of the experience.

