

# DREAM CAREER FINDER

A COMPLETE SELF-DISCOVERY CAREER ASSESSMENT WITH EASY-TO-FOLLOW ACTION STEPS

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# TAKING ACTION TOWARD A NEW CAREER?

Why do so many people struggle to find a job they can love?

Research suggests that only a small percentage of the work force is fully engaged in their work (i.e.) in a job where there is a good fit between the work they do and what satisfies them.

As a career change consultant for over 15 years, I have noticed that many people find it difficult to take any concrete action toward a career change even if they have been frustrated in their work for many years.

This career change guide and assessment workbook addresses that issue and propels you to act. It will allow you to achieve what all of us have a right (*and indeed an obligation*) to achieve - a job you can genuinely enjoy.

We do a lot of thinking about career change. We utter the right words about *making a change*. We claim we are frustrated and desperate for a career change and that our job is driving us crazy. And we do a lot of wishing - wishing we could find that elusive dream career. Wishing that some great eye-opener would come to us about our dream job, and then we would be set.

But when it comes to action, we don't actually do much.

Too often we come face to face with our own internal resistance that prevents us doing the one thing that is critical to getting unstuck - taking action.

Sometimes this can be a result of not knowing what to do.

"Where do I start?

"How do I actually go about finding my dream career?"

"I've tried quite a few jobs but each time I end up with that same sense of disillusionment and frustration", we say.

Or we may consider that perhaps this is an unrealistic expectation.

"Why should I even presume to do something I actually enjoy? Realistically, how many people actually enjoy their job anyway?

Maybe I just need a good dose of reality.

Maybe I need to learn to just go to work, pay the bills and suck it up.

Maybe I should just forget about this fanciful dream career idea altogether!"

# IS THERE SUCH A THING AS A JOB YOU CAN LOVE?



Sometimes the starting point for a changed mindset in this area is to do with faith.  
Do I believe in a job where I could genuinely enjoy going to work?  
Is that something I could actually subscribe to?  
Is it in fact possible?

These are questions worth asking.

If we are unable to cement the conviction - that it's possible to find a job we can love - then it's unlikely to happen? ....'as a man thinks, so he will be'.

If you do believe it's possible and you begin to foster your awareness to potentially satisfying job options, you begin to move down a path that is likely to uncover some appealing career opportunities, eventually. But it is an evolving journey - usually it doesn't happen overnight. But the more you commit to it, the more doors begin to open.

## **Know Thyself – Socrates**

Many people make the mistake of trying to make career change decisions without a good understanding of their innate abilities and motivations.

This is not usually possible, although sometimes it does happen in rare cases.

The starting place for good career choice is an intricate level of self-knowledge...and how that might apply to the world of work.

Many people go through life without ever gaining an understanding of what their innate gifts and motivations are. As a result, they have no solid basis on which to make important career decisions. And they pay the price with an ongoing unfulfilling work life, often stuck in jobs they don't like for

their entire working life. That's a sad situation not only for the individual concerned, but for the many who may have benefitted from that person's contributions to the world of work, had they found their ideal job.

The Dream Career Finder is essentially a career tool to improve self-knowledge and empower you to make some quality decisions in relation to the world of work.

It is a project to help you overcome the tendency to procrastinate on career decisions. I want to encourage you to take action in determining what on earth might make you happy. As you take action, certainty will increase.

There is something wonderfully alluring about a life where you get to go to work each day in a job you love.

The Dream Career Finder incorporates one of the best systems I know of to help you discover what your core motivations and abilities are.

It is a method that has been used in careers work for many years to help people understand where they fit in the world of work. I have refined and added to it in this publication.

# HOW THE DREAM CAREER FINDER CAN IMPROVE RESUME SUCCESS

Although the greatest benefit of completing this career assessment is to indelibly imprint into your mind the truth about the abilities you possess and how to use them to obtain optimal work, there are other benefits.

One of these is the way in which it will help you improve your resume.

The new understanding you will get from the *Dream Career Finder* will allow you to improve your resume by providing excellent, quantifiable examples of what you are naturally good at. In fact, you could include a condensed version of the results of this career assessment attached your resume when applying for jobs. Your *Dream Career Finder* results outline stories of your life's personal achievements and provides some great insights into what innately motivates you in the world of work. This is valuable information for prospective employers and is information that is very rarely provided on resumes.



Successful job applications are all about building quality relationships.

Job application research has shown that a primary reason employment decision-makers choose one applicant over another, all things being equal, is simply because “they liked them”. So, anything you can do to enhance relationship building during the hiring process will nearly always work in your favour.

And the material you will have at the completion of this career exercise will give you tremendous advantage over other applicants by allowing employment decision-makers to get to know you a lot better because of this additional material you provided. And because all this material is provided before the job interview, you greatly increase your chance of securing a greater number of interviews.

# HOW THE DREAM CAREER FINDER CAN IMPROVE JOB INTERVIEW SUCCESS

Another way in which this career assessment will improve your success in your job search is by boosting your confidence in the job interview. There is nothing more confidence-building to a job seeker when it comes to interviews, than to walk into that room with a solid grounding about what you are innately good at and therefore what real benefits you can legitimately and wholeheartedly bring to the organisation.

This level of authentic confidence and energy is particularly noticeable by interviewers. In fact, research has shown that another key reason a job applicant will be successful over other applicants is the natural excitement and energy they bring for **wanting to do the job**. If you are in an interview for a role that you know matches the skills and abilities you love to use and you are good at, you will be naturally enthusiastic.



The job search can at times, be a demoralizing journey. This is partly because it takes much longer than most people expect - the average job search takes at least three months, although this does vary depending on industry and location. As time goes on with no positive outcome, your motivation and confidence can dissipate.

Furthermore, traditional job search strategies - where you apply for jobs online and don't hear back or receive an abundance of rejection emails - will eventually begin to negatively affect the confidence of even the most positive jobseeker.

And of course, many people lack crucial self-belief even at the best of times. A central theme that I have seen in career counseling clients over the years is a basic lack of belief in self.

This can be present in people who you would not expect to be struggling with self-confidence.

I have heard many people say things like 'I'm not as good as other people at this' or on their resume they omit key strengths and achievements that any objective person would unquestionably include. Maintaining a positive self-image can be a constant struggle for many people. Best-selling author [Dr. James Dobson](#), referred to low self-esteem as the western world plague.

# HOW THE DREAM CAREER FINDER WILL INCREASE YOUR CONFIDENCE

Some time ago I had a client who was a Chief Financial Officer of a global hotel chain. I first met him several months after he had been made redundant due to restructuring. It was clear to me he was a very astute and competent financial officer, yet he had become extremely depressed due to his ongoing lack of success in his job search.

One of his problems was that he had been using job search methods that had a poor success rate. His ongoing lack of success had resulted in a negative downward spiral to the point where his self-confidence had taken a significant hit.

If this CFO had the results of the Dream Career Finder available and he regularly read and reminded himself about all the times he had applied his natural gifts and abilities while achieving great personal fulfilment, then the assessment results could have been a great instrument for boosting his self-esteem and thereby creating an opportunity to reverse the downward spiral of rejection and discouragement during his job search.

Your self-confidence is such a critical issue when it comes to your job search and particularly the when it comes to the job interview. Anything you can do to protect this during this period should be implemented.



## THREE RULES FOR FINDING YOUR IDEAL JOB

### ACTION, ACTION, ACTION

Thomas Edison while addressing concerns of a reporter about his apparent 10,000 attempts to unsuccessfully develop the light bulb, responded by saying that he:

*“had not failed 10,000 times. I have not failed once. I have succeeded in proving that those 10,000 ways will not work. When I have eliminated the ways that will not work, I will find the way that will work.”*

Few of our failures are fatal, according to the Financial Times journalist, Tim Harford. His book, *Adapt: Why Success Always Starts With Failure*, makes a strong case for always looking at failure as necessary stepping stones to success.

This is extremely important to the process of finding your optimal work and then searching for jobs. This process can be discouraging, and when that happens you'll often stop taking action. So, one solution is that when you are feeling discouraged and every part of your being doesn't want to do anything else towards your career search, do it anyway. Even saying to





yourself, “I don’t want to do this, but I’m going to anyway” can be helpful. And soon you’ll find your energy levels lift.

Having a career coach or other person to encourage and challenge you during this process is often beneficial. Remember that ultimately successful people are just average people who decide to do the things the rest of us won’t do.

In some ways it is less important about **what** action you take, than it is to take **some** action. Critical momentum and internal energy are created by the simple deed of taking action. And yes, some action steps you take will seem to be fruitless, but every fail is a step close to the success.

There was a successful and wise old man who was approached by an inquisitive young boy wanting to know how he could also become successful.

**“How do I become successful” asked the boy**

**“That’s easy”, responded the wise old man, “just make right decisions”**

**Ok, thought the boy, “but how do I learn to make right decisions?”**

**“Make plenty of wrong ones” the odd man replied.**

## THE ACTION COMES BEFORE THE FEELING

In the words of Dale Carnegie *‘act enthusiastic and you’ll be enthusiastic’*. Notice that in Carnegie says the acting comes first, then the feeling follows - not the other way around.

Can I encourage you, that once you have finished this career assessment, that you take some immediate action with your newfound information? Completing this project is not where it finishes. I have outlined further action steps to take once you have completed the exercises.

Implement action steps irrespective of whether you are certain they will help. If the action you take doesn’t work out, readjust, and try again. Clearly, you take the best action you can at the time, but don’t procrastinate just because you can’t guarantee the outcome.

If you require some help in implementing a plan of action, you can [contact](#) me.

## GOOD CAREER DECISIONS TAKE TIME

As you begin this exercise, you may be thinking it sounds like a lot of work. It will likely take you several hours to complete. It will require more time and effort than other less comprehensive or multi-choice-type career assessment instruments, but I think you will find this time well spent in the end. And it's a minimal time commitment when we consider how much time a frustrated worker might spend in a job they don't like because they never bothered to find out who they really are.

The career change information put forth in this book is based on the view that each of us is born with innate abilities and gifts. And these abilities have already been intuitively used by us in our life's endeavours to date, no matter what our past.

We will examine some of your past accomplishments in life - activities that you have enjoyed doing and at some level, felt you were good at.

What we are going to finish up with is approximately eight short articles – perhaps one to two pages each - outlining some key accomplishments or activities in your life.



This step-by-step career exploration exercise involves looking back over your life for experiences or events that have brought a sense of satisfaction to you.

We will then examine those achievements to discover what skills you used in each of the achievements and what common patterns reoccurred. In the results, you will probably see some strengths that you were aware of that you perhaps needed reminding of.

You will also likely discover some strengths that you had been taking for granted. Many of our core motivated abilities, we take for granted. That is a common tell-tale sign. Areas of ability that you find particularly easy and probably have an unconscious view that “everyone can do that can't they”, are often are greatest strengths.

## FINDING YOUR FIT

There is nearly always a correlation between activities we enjoy doing and those we are good at. There are exceptions, but mostly this rule is reliable.

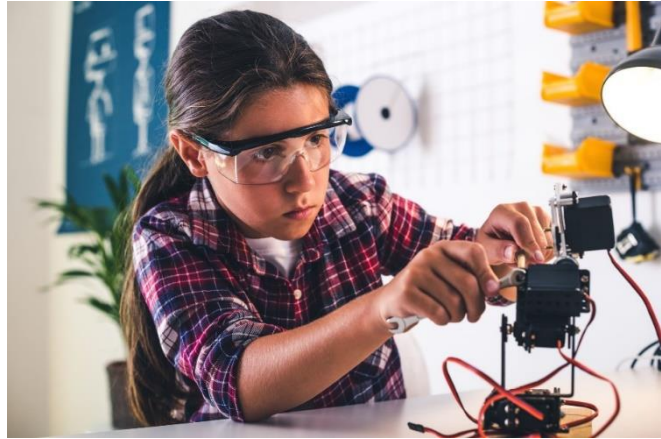
***“I just got paid handsomely for an hour and a half of work. If you want to call it work. It was fun. And here I am holding a big pile of dollar bills going 'Gee this isn't so bad'. I mean, doing hair is about my second favourite thing in the world at this point and I'm getting paid for it.”***

***A gratified hairdresser expressing work fulfilment***

When completing the career change exercise that follows, it is important to distinguish between achievements where you felt you did well and enjoyed them and those where other people thought you did well.

We are not interested if other people thought you did well at them; this is purely about how you felt.

The final litmus test is "Did I enjoy it? Did I feel a sense of accomplishment?"



Of course, there may be activities that you enjoyed very much and other people thought you did well at.

But be careful to distinguish between these two positions when working through the exercise.

## WHAT SORT OF ACCOMPLISHMENTS ARE WE TALKING ABOUT?

These accomplishments may involve:

1. Any jobs or parts of jobs you enjoyed during your working career
2. Any event/activity outside of work that brought you a sense of fulfilment or accomplishment
3. Work you did with volunteer groups, sports groups, community groups, church groups etc that you enjoyed
4. Projects at school or other educational institutions that were memorable and satisfying
5. Activities you did as a child that were memorable and satisfying
6. Any event or activity that, after you had finished, you felt you were on a high or you had an elevated level of energy, confidence and enthusiasm ...and anything that could in the broadest sense of the word be regarded as an enjoyable achievement from your perspective.

Further details of what types of activities to use are shown below. But these must be things that you actually did rather than ones you just observed or were primarily passive in.

For example, the statement that 'I had a great holiday in the Bahamas, would not qualify.

However, if you wanted to use an example like this to explain how you planned and prepared for the holiday and how it involved setting up a savings fund, coordinating other people and resources, and the logistics of taking some specialist equipment to the holiday location, then something like that would be fine.

The key component is that the achievement must be something you actually did. Something that you were actively involved in. [See example below]

## EVERYONE HAS SOMETHING TO OFFER

This career assessment exercise is not about comparing achievements of one person against another. It's about identifying what activities you have completed that have made you feel good and provided a sense of enjoyment or satisfaction.

It's all about you, and not about comparing with anyone else.

These innate skills, abilities and motivations that reside within all of us will always come to light no matter what our background, education, or upbringing.

This exercise won't disadvantage you if you feel you haven't had many opportunities in life.

This is a very encouraging aspect of our in-built *Abilities DNA*.

We can identify our innate abilities because they have naturally expressed themselves throughout our life, even if we weren't aware of it at the time. And this is true irrespective of our environment, background, or circumstances. Our natural abilities are imbedded into our DNA from birth and they will innately declare themselves in various ways without us having any say over it.

When we recognise one of your natural abilities, it will usually produce a level of excitement and energy and a realisation that we really do have something significant to offer the world. It often causes our heart to skip a beat as we revisit achievements that we felt proud of and gained a great sense of satisfaction from.

If at first you cannot easily think of any past achievements that fit these criteria, do not think you might be an exception and that there is nothing you have been good at or really love to do.

Often, this may simply be because you have never taken the time to think deeply about these things and work on identifying your abilities through this type of self-discovery exercise.

After completing this assessment, you are less likely to feel that way.

I don't believe there is a person on earth who does not have some unique abilities to offer the world. It is part of the way we have been shaped from the beginning.

One of the great benefits of working in a job where you utilise your innate abilities, is that you get to help other people in a field that you are good at. Your natural abilities will always bring the most personal satisfaction when you use them to benefit others.

Although this is often counterintuitive to our human nature, it is a key principle to obtaining fulfilment in work-life. Worker satisfaction comes from using our abilities to improve other people's lives - the more we pour our natural talents into the lives of others, the happier we will be. We could say that the gifts and abilities we have are not for us, but for others! And that they only really benefit us when we give them away.

## EVERYONE HAS SOMETHING TO OFFER

### ***CASE STUDY***

*Many years ago, while enrolled in a training program, I had the opportunity of being in contact with a Down's Syndrome person. [I'll call him: Rodney].*

*Rodney was in his early twenties but had a mental capability of someone many years younger.*

*Some may wonder what possible gifts or abilities a person like Rodney would have to offer.*

*It soon became apparent that not only did he possess a valuable talent, but it was one which I have not seen so strongly exhibited before in another person.*

*When he used this gift, he dramatically benefited the recipients and others around him.*

*It was something he did naturally without even knowing, but I'm sure others could see what I saw in him.*

*What was this ability?*

*Rodney had an unusual knack of being able to reduce tension in stressful situations.*



*When conversations got a bit heated, he would often just happen to arrive on the scene while some dispute or disagreement was brewing. With only one or two comments, he was able to demolish the tense atmosphere and reduce tension amongst those present. I noticed that it immediately caused the people involved to take a step back and begin to see things from a more balanced, less stressful perspective.*

*Attitudes changed and a sense of relative peace often took over.*

*Rodney, although possessing what many regard as a disability, carried a 'don't sweat the small stuff' philosophy and a joy for living which often put many of us to shame.*

*He loved his simple life and his gifting allowed others to reassess the often-wasted energy involving trivial conflicts we had with others.*

## WHAT ARE YOU GOOD AT?

In this first step, you are simply going to try and remember some activities or achievements you have completed in your life that you have enjoyed. Accomplishments that you have received a sense of fulfilment and satisfaction from.

Many people find it helpful when looking back over their lives for these activities, to break down their past into time blocks. This just makes it easier to remember what was going on during that period in their life.

In the table on the next page are some examples of achievements recollected from years gone by using time blocks to help with the process.

I have used five-year time blocks but if you under 25 years old you may find it easier to use 2 to 3 year periods for example. Fit it to your own circumstances.

The sole purpose of this table is to help you remember your enjoyable activities.

Once you have remembered them, then we will begin to investigate them more fully. If you have a fantastic memory and don't feel you need this table to jog your memory, then skip it; however, do try to select achievements from different periods in your life.



Ideally you would need four to five different activities for each period.

These activities can be from any area of your life, education, career or leisure so long as they were enjoyable to you. Draw up your own table on a piece of paper or device.

***'We Are All Blessed With God Given Talents, Mine Just Happens To Be Beating People Up'***

***Sugar Ray Leonard, US Olympic Boxing Champion***

<b>Period</b>	<b>Age</b>	<b>Where I Lived</b>	<b>Where I worked. Who My Friends Were</b>	<b>Achievements: What specific activities did I do and enjoy during this time</b>
2000-2004	29 - 33yrs	1. Kennedys Rd 2. Wayside Ave 3. Sharlick St	1. Video business 2. Mark J. 3. Business broker 4. Youth group 5. Student-formal 6. Allanah 7. Greg F	1. Purchased new home 2. Went camping in mountains with baby and friends 3. Organized and ran weekend youth camp 4. Wallpapered new sleep out 5. Evaluation and research on business purchase
1997-2001	24 -28 yrs	Mitchell Ave	etc	etc

## EXPLORING YOUR PAST

### BEFORE YOU DISCOVER YOU HAVE TO EXPLORE

Once you are confident you have a good number of achievements to work with (about 15-20 in total), go back through your achievements column and choose one you felt you enjoyed the most.

Write out your answers to the questions below about that one achievement.

When answering these questions, err on the side of giving plenty of details in your answers, rather than minimal ones. You will see later that the more details you can provide, the more beneficial it will be to identifying your inborn abilities in the next step.

At the same time, it's not critical that you answer every question. These questions are a guide to simply make it easier to write a story about your achievement.

When you have answered the questions, go back and add to your answers any other details that would turn this into a great article about what you did. [See example below]



## EXAMPLE

Here is an example of the type of thing you could write:

*When I was 23 years old, I owned a two-store video business that had become quite successful. Once I was asked by the father of a local students club if I would be willing to come and speak at one of their breakfast meetings to explain how my business had become successful and some general keys to success in life that I think would benefit young people.*

*This was a group of highly motivated young students who had decided that life was to be fully lived and with the help of some parents had set up the club to meet weekly to encourage one another and pursue their goals.*

*They were bright, achievement-oriented leaders of the future in our city.*

*When I was asked to speak at this breakfast meeting, I became quite excited.*

*I have always had a passion to impart to others a positive, success-oriented outlook on life.*

*I was, at that time also leading a church youth group and was equally passionate about how I could make a difference in these young people's lives.*

*I immediately began to draft out some notes on the speech.*

*I spent quite some time determining what were the most important things this young group of people needed and wanted to know.*

*I drew information from a variety of resources including a current goal setting program that I was working on, information from several books I had read on success, goal setting, leadership, and the Bible.*



*Once I had the key elements of my speech prepared, I began to add examples and analogies that fitted the points I wanted to make.*

*When I was comfortable that the speech notes were complete, I began practicing the delivery of the speech by writing out and memorizing the key points from small cards.*

*I repeated this exercise, several times in the days leading up to the meeting and I repeatedly timed my talk to ensure I would fit inside the allotted breakfast session.*

*Like anybody giving a talk in front of people, I was nervous when it came to the day.*

*However, once I began, my nerves disappeared and in place, my nervous emotions transformed into high energy and passion.*

*I remember during my talk how much I was enjoying it and how much the students were receiving and responding to areas I was encouraging them in.*

*I particularly remember the sense of elation at the end of the talk.*

*It is hard to comprehend that this much excitement and sense of fulfilment could be accomplished by simply delivering a speech to a group of students.*



*But as I began to understand my motivations, I could see that the fulfilment and satisfaction came from the opportunity to positively influence people into their maximum potential.*

*And because this group of students was hungry for life's success strategies, it was a win-win situation for both parties.*

*They enjoyed receiving and I enjoyed giving.*

*The whole exercise was an absolute delight for me, and of course this was not something I was being paid for.*

## YOUR BEST ACCOMPLISHMENTS

These are the key questions to answer about your achievements:

1. What introduced you to this activity? What thoughts or ideas motivated you towards doing it?
2. List everything you did to make this accomplishment come to pass.
3. What was the course of action you had to take to accomplish this achievement?
4. What were the various stages or steps you had to plan and execute to achieve this?
5. List everything you had to do (mentally, physically etc.) from start to finish (see example above)
6. Include references to any other people who may have helped you. And why and how you enlisted their help.
7. Did you enjoy working with them? Why, why not?
8. What sort of people were they?
9. Include any information you had to obtain, research etc. either from books, online, people or any other sources.
10. What was the result? How did you feel when you finished?
11. What did you learn about yourself from the activity?
12. What was it that you found particularly enjoyable or satisfying?
13. Were there some parts of the achievement that you enjoyed more than others?



When you have finished, mark the page as achievement No.1.

## REPEAT THE EXERCISE

Now go back and repeat the exercise with another achievement choosing the one that would rate as the second most enjoyable. (i.e.) write another article by answering the same questions.

After you have repeated your second article, then complete another six articles in the same way, (that's 8 in total) starting with your next most enjoyable achievement, then your third and so on until you have completed eight.

Number each article for easy reference.

You could do more or less than eight achievements if you wanted to.

However, eight seems to be a good number to uncover a good cross section of skills, (which is the next step).

But if you are happy to, add another couple of achievements.

*'The figure is already there, I simply cast away the stone that covers it'*

*Michelangelo, about creating magnificent monuments*

For most people this is an extremely rewarding and enjoyable undertaking, since it illustrates that there have indeed been some events in your life that have brought you great satisfaction, fulfilment and confidence. Once you get started, you'll probably find you enjoy reliving these satisfying moments.

Many years ago, when I first completed the Dream Career Finder, it dramatically increased my self-worth and my understanding of who I was regarding the world of work.

Finding out your innate motivations is the foundation for every successful job search and successful career.

It's important to get these foundations right when considering a career.

A builder will tell you that laying the foundation of a house is the most difficult and time-consuming stage of the project.

Even when he is finished the foundations, there is not much of the house to see despite a lot of hard work being put in.

But if the builder tries to shortcut the foundations and minimize this critical stage of the building, this is the day he will go out of business since everything he builds on top of the foundations will be skewed. A successfully built house is reliant upon the foundation being constructed properly and true. In the same way, although there is considerable time involved in completing this career change exercise, it is the most important part of the process.

It is the foundation on which significant decisions will be made that influence many years of your work going forward.

**This career exercise is the basis on which the average person will apply around 100,000 hours of their time and will result in well over \$1m dollars in income. It is time well spent.**

# MOTIVATIONAL THEMES: UNCOVERING YOUR INBORN ABILITIES

Now we will examine your achievements to try to discover any common themes that illuminate your innate gifts. We will do this in three different ways to maximise the results.

1. As you were writing, did you see any re-occurring patterns in the achievements you wrote about? Were any of your achievements initiated by similar motivations? Were there patterns to the conditions or circumstances from how they were initiated? Spend some time looking for these recurring themes and jot down your results.

2. Next, identify five or six people that you know well and trust. Send them your stories and ask them if they would be willing to read them and look for any patterns or themes they can notice.



3. Finally, and almost always the most beneficial way, is to dissect each achievement to identify the reoccurring skills you used. This process is explained in the next chapter.

[Any skill that you have used in your achievements will be regarded from here on as a "job skill" even though it may have been used in another area]

To complete this next chapter, you will need to download and use some job skills sheets. You can download these as a [separate PDF here](#).

## EXAMINING YOUR ACHIEVEMENTS

You will notice that the three skills lists on the [pdf download](#) are marked '**objects or things**', '**people**' and '**information and thought**'.

All the job skills have been categorized into one of these three areas.

Now take the first activity you wrote about (your top achievement) and using the job skills sheets (going down the page) place a check in all the *Achievement 1* boxes that describe a skill you used in your number one achievement. If you used that skill, put a check in the box next to it.

Check the box even if it was only a small part of your activity.

Make sure you claim all the skills you legitimately can.

My I warn you that many people shy away from claiming job skills that they have in fact used. Because they feel they didn't use it very much, or that other people they know demonstrate a much higher level of using the skill, they don't check it.

Yes, another person may have used a different level of the skill from you, but this is not about comparing one person to the other.

It is simply about you, and the skills **you** have used.

If you do not claim a skill you have in fact used, it can impede a good assessment result and subsequently interfere with your career decision.

Claim it if you can!

## COMPLETE ACHIEVEMENTS 2-8

After you have finished checking the boxes in column number one (achievement No.1), go through the other seven achievements and repeat the exercise by putting checks in the boxes where you have used that skill.

When you have finished this, you will have checks all over the sheets. Now add across all the job skills rows and write the total number of checks in the 'Totals' column on the right of the page.

When you've finished, you may notice that you have used the same skills in many of your achievements.

This is the main purpose of this exercise - to find out what skills have been reoccurring over your life.

Have a look at what your top-rated skills are based on the total number of checks.

After close reflection, you may decide that the skill with the highest number of checks may not in fact be the skill you enjoy using the most. That happens sometimes, but it would be unusual if your number one skill didn't end up in at least your top three or four.

If you need to reorder your skills, do so until you are comfortable with the result. The skill you enjoy using the most, we will now call skill No.1. The skill you enjoy using next, we will call skill number two, and so on.

Take note how many skills are associated with **things** or **people** or **information**.

There is an area at the end of each of the three skills sections marked '**Other skills you use relating to...**'

This is to add some of your own additional job skills.

You may identify other specific skills which are not listed on the sheets.

Please add these in now.

## ENHANCING YOUR SKILLS

### Adding Depth to Your Skills Description

We now have a list of ten job skills in a brief format, but to add depth to your skills toolbox, we need to expand out these skills further to make them more uniquely you.

Take each job skill and in your own words add a sentence or two so the skill is made more personal for you. Add in words that would describe the way you have typically used that skill and /or the way you like to use it the most.

You may even like to totally rework the original skill wording, so you feel more comfortable with the language being used and how it relates to you.

#### Example - Expanded Job Skill Description:

If one of your top ten job skills was:

*"producing, creating, formulating or devising original ideas or concepts"*



then your amended job skills description might finish up looking something like this:

*"being innovative, discovering new ideas particularly where an opportunity exists for making money or encouraging young people to greater heights, being able to see how a concept or idea could be transferred successfully to another application"*

You will see that the more details you have, the more defined and clarified your job skills becomes both on paper and in your mind.

And it's in your mind that we ultimately want them, so when it comes to the job interview, they will be easily remembered by you and articulated well to a prospective employer – a critical part of a successful job interview.

You may find a [thesaurus](#) or other language resource useful at this point to create the most accurate description of your job skills.