

Career Planning Workbook



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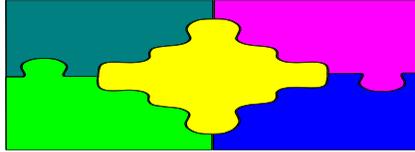
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Credits Due: Pages 13 and 14 are unique questioning strategies developed by Beth Mount as part of Personal Futures Planning.



◆ Welcome

This workbook has been made to help you figure out what kind of career you want to have. A career is the paid work you do throughout your life.

When you go after a career, this means you want more than just a job. You want a job that you enjoy and that is something you choose. But if you want a career, this also means you don't expect to stay in one job forever.

When people choose a career, they usually choose an area of work (e.g. working with animals) and then they do different jobs in that area throughout their lives.

With a career, once you've mastered a job, you look to move to a better job and build on the skills you have. When you work in this way, you can build up experience as time passes, and that will mean you can get *better jobs at better pay* as you get older. This is how people build their careers.

Reaching your career goal is all about:

- ◆ Having jobs you enjoy.
- ◆ Building up your skills so you can reach your full potential.
- ◆ Getting paid what you are worth.

If this sounds good to you, then going after a career goal is probably right for you.

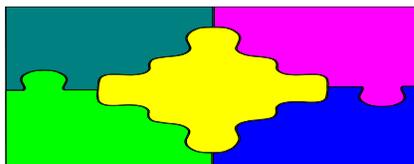
Choosing a career is a very important decision. None of us want to spend our lives doing work we don't enjoy.

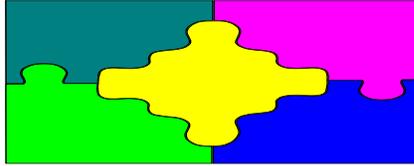
Sometimes people change careers because they find the first choice they made didn't turn out to be the right choice for them. That's okay. The main goal is to be happy and successful in the jobs you have.

But when you start looking for a job, it's important to think about having a long-term career goal. If you don't, you could end up moving from job to job, and always being in entry-level positions because you are hopping around from one area of work to another. Without a career goal, you might also get a job and end up staying in that job forever, even though doing this may not help you grow and reach your full potential. For all of these reasons, choosing a career is a very important decision.

This workbook will get you thinking about which career might be right for you. Feel free to write on every page! Space has been left so that you can write in your thoughts and ideas. Your Employment Specialist will help you fill out this workbook if you need help. It's a good idea to ask people who know you really well to help you answer some of the questions in this workbook.

Once you have completed the workbook, make sure you share it so that others can learn about who you are and what you want.





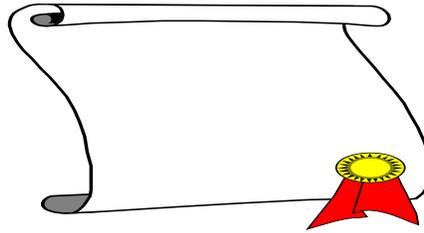
Tips to Help You Fill Out This Workbook

The goal is to have this workbook filled out before you make a plan to find a job.

The first person to answer all of the questions in this workbook should be YOU! So make some dates with your Employment Specialist to fill out this workbook. You may want to meet in different places where you spend time so the Employment Specialist can learn more about you and your life.

If you get stuck on some of these questions, think about other people who know you well and would be able to help you. Then, you and your Employment Specialist can arrange to visit these people to get their help with this workbook.

Bring this workbook when it's time to choose your employment goal. Be ready to share what is in it so everyone can learn about who you are and what is important to you.



◆ Think About the Education You've Had

What high school did you go to? _____

Did you graduate? Yes No

If yes, what year did you graduate? _____

What classes or school activities did you do best in?

What classes or school activities did you enjoy most?

Did you work or volunteer while you were in high school?

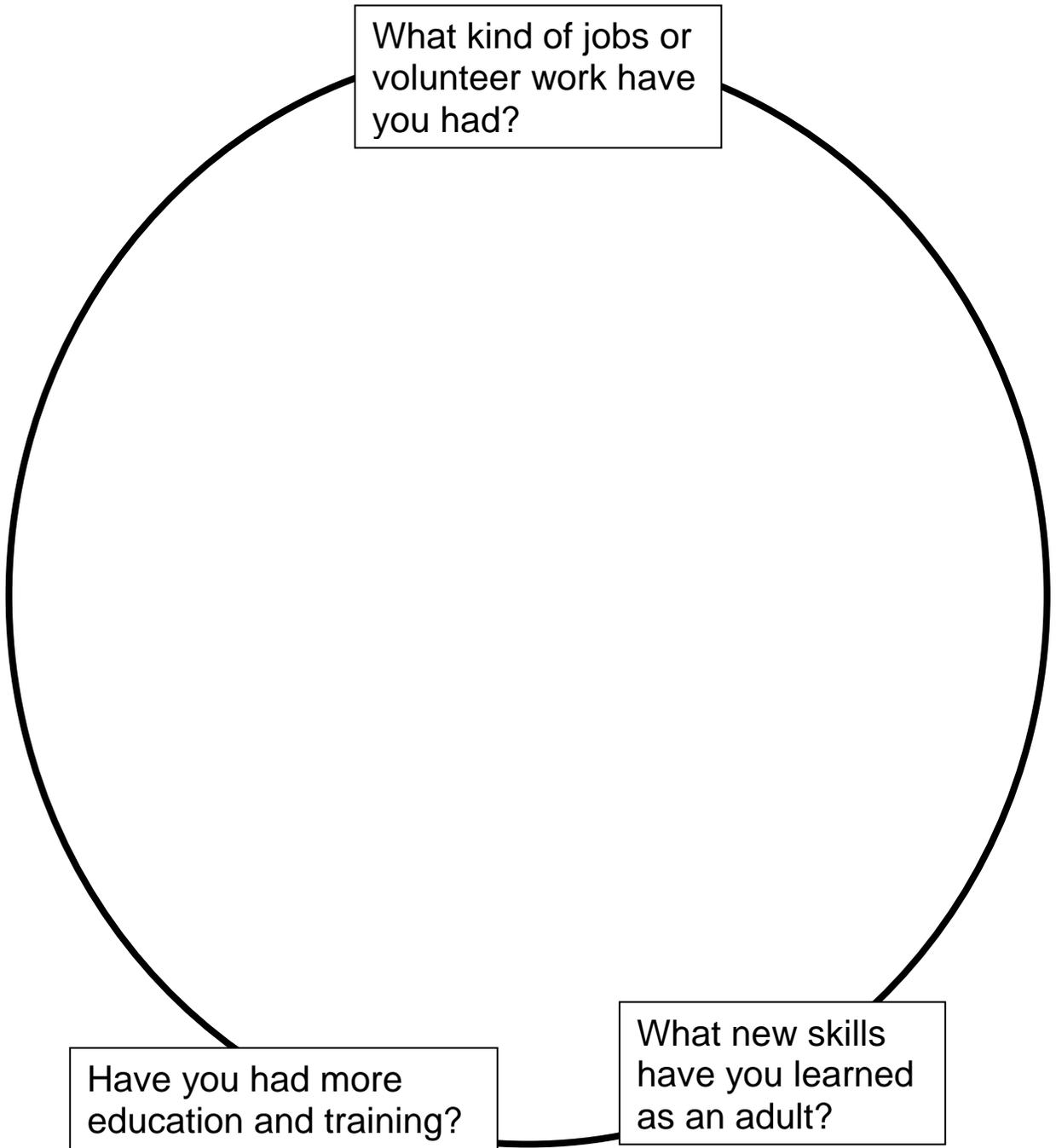
Yes No

If yes, what kind of work or volunteering did you do?

Who was your favorite teacher? _____



◆ What have you done since you left high school?



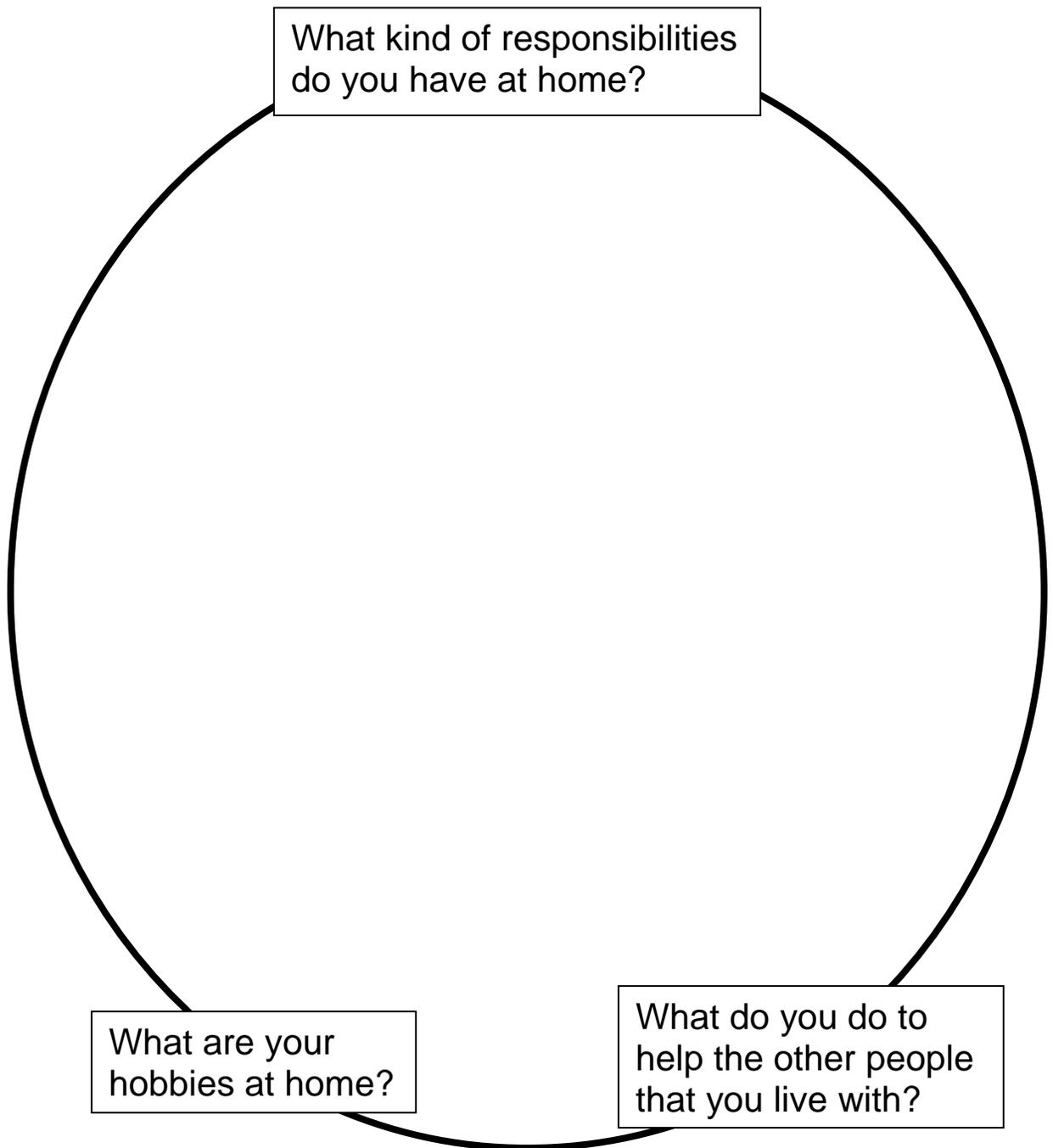
What kind of jobs or volunteer work have you had?

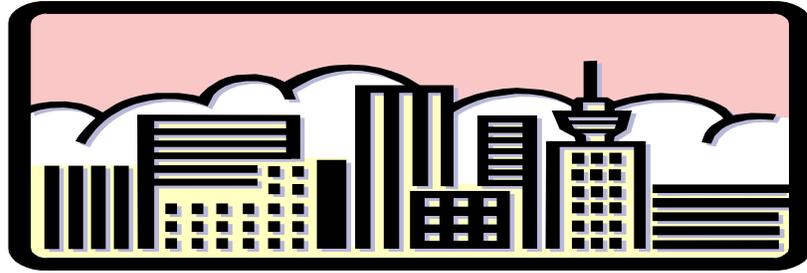
Have you had more education and training?

What new skills have you learned as an adult?

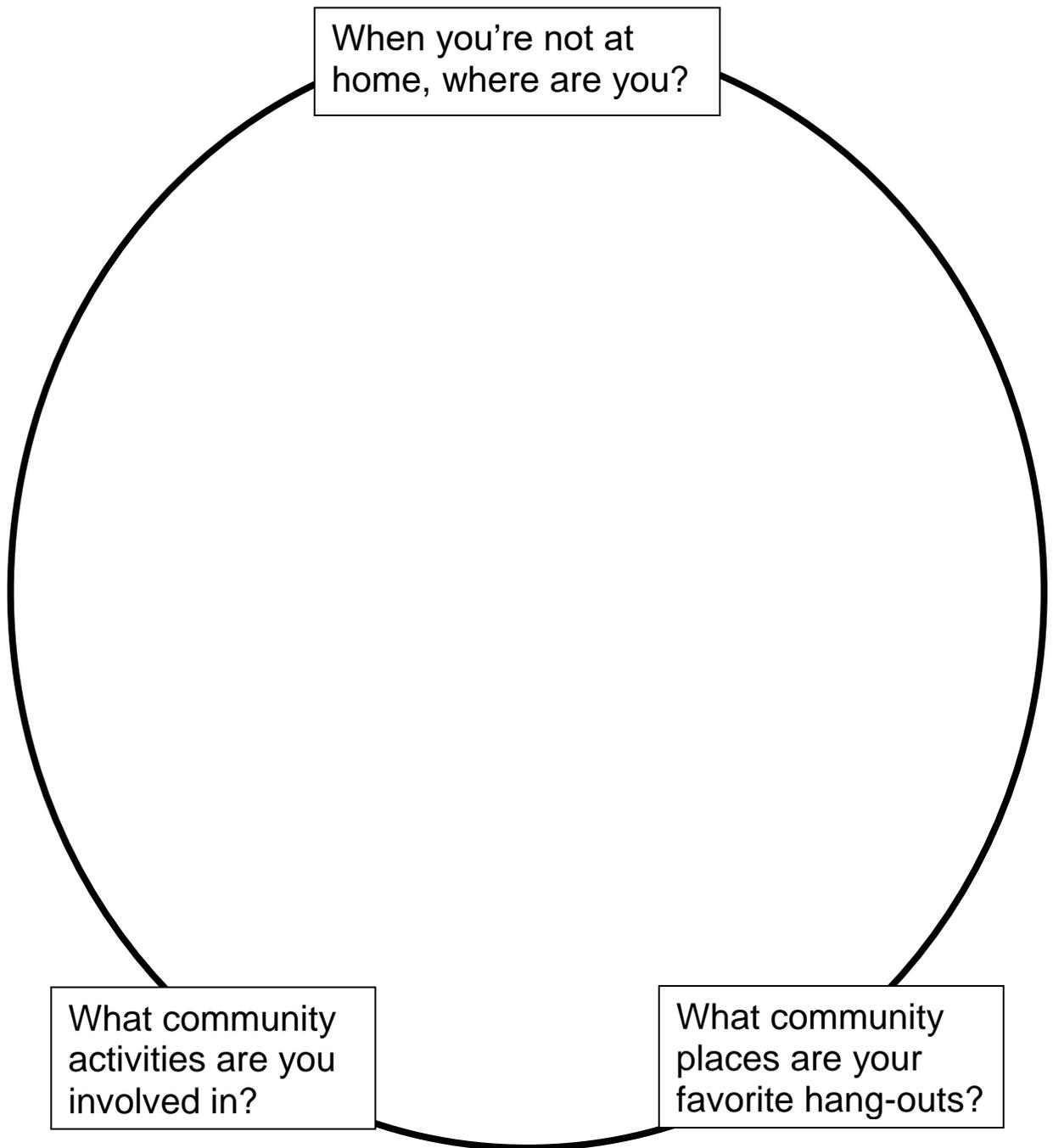


◆ What do you do at home?





- ◆ What do you do in your community?



Who Are You?



- ◆ What are your strengths and natural gifts!

What are you good at?
What natural talents do you have?

What do you find it easy
to help others with?

Your career goal should be built on your strengths and natural gifts.

Who Are You?



- ◆ What are your interests and preferences!

What do you really enjoy doing?
What do you get excited about?

What are your favorite
ways to help other people?

Your career goal should be built on your interests and preferences.

Who Are You?



- ◆ We all have weaknesses! What are yours?

What things do you struggle to do?

What things do you feel you are not very good at?

Be honest. We can only get around our weaknesses if we admit we have some! But don't be too hard on yourself. If this list is longer than the one you made on Page 8, go back to Page 8 and add some more ideas!

Who Are You?



- ◆ We all have dislikes! What are yours?

What things are no fun or really boring for you?
What things do you just plain hate doing?

Have you had any jobs or volunteer work in the past that you really didn't like? If yes, write them above and write down the reasons why didn't you like these jobs? This is important information to have.



◆ What Kind of Person Are You?

What time of day do you feel at your best?

Morning

Afternoon

Evening

What time do you get up in the morning? _____

What time of day do you start feeling pretty tired? _____

If you have a choice, do you like being inside or outside the best?

Inside

Outside

If you have a choice, do you like doing things with...

Lots of people

Just a few people

By yourself

Are you a person who likes...

Quiet, calm places

Noisy, busy places

Doesn't matter

Describe a perfect day for you...

◆ What would you do? _____

◆ Where would you go? _____

◆ Who would you be with? _____



◆ What Works For You?

Things That Work

Opportunities, situations, or people that:

- ⇒ Bring out the best in me;
- ⇒ Keep me interested;
- ⇒ Bring me out of my shell.

- ⇒ Motivate and energize me;
- ⇒ Keep me satisfied;
- ⇒ Make me feel good about myself.

Opportunities	Situations	People



◆ What Doesn't Work For You?

Things That Don't Work

Opportunities, situations, or people that:

- ⇒ Bring out the worst in me;
- ⇒ Make me bored;
- ⇒ Make me withdraw from others.
- ⇒ Sap my energy and motivation;
- ⇒ Make me frustrated;
- ⇒ Make me feel bad about myself.

Opportunities	Situations	People



◆ How Healthy Are You?

How often do you have to stay home because you are not well?

Hardly ever Sometimes Lots of times

When you don't feel well, what is usually the problem?

Does your disability cause you to have any health problems? If yes, please write down what those health problems are:

What major health problems, illnesses, injuries or surgeries have you had in the past?

*If any of these are still problems for you, please circle them.

Do you feel comfortable talking about your health with your Career Planning Team or would you like to keep it just between you and your Employment Specialist?

() O.K. to talk about it. () Not O.K to talk about it.



◆ What Career Goals Sound Good to You Right Now?

Go back and look over what you have put on pages 4 to 9. Think about what you are good at and what you enjoy doing. Then list some possible career areas you think you might really enjoy.

Remember: You are not making a final decision here. You are just starting to think about career areas you might want to explore. Your career planning meetings will help you think about this even more.



◆ What Kind of Work Situation Sounds Good to You?

Go back and look over what you have put on pages 12 to 14. Then answer the questions below.

How many hours a day would you like to work? _____

How many days a week would you like to work? _____

How close to your home would you like to work?

Very close

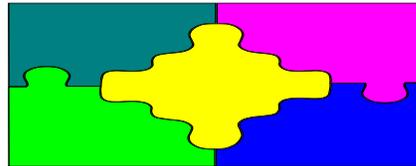
Nearby

Doesn't Matter

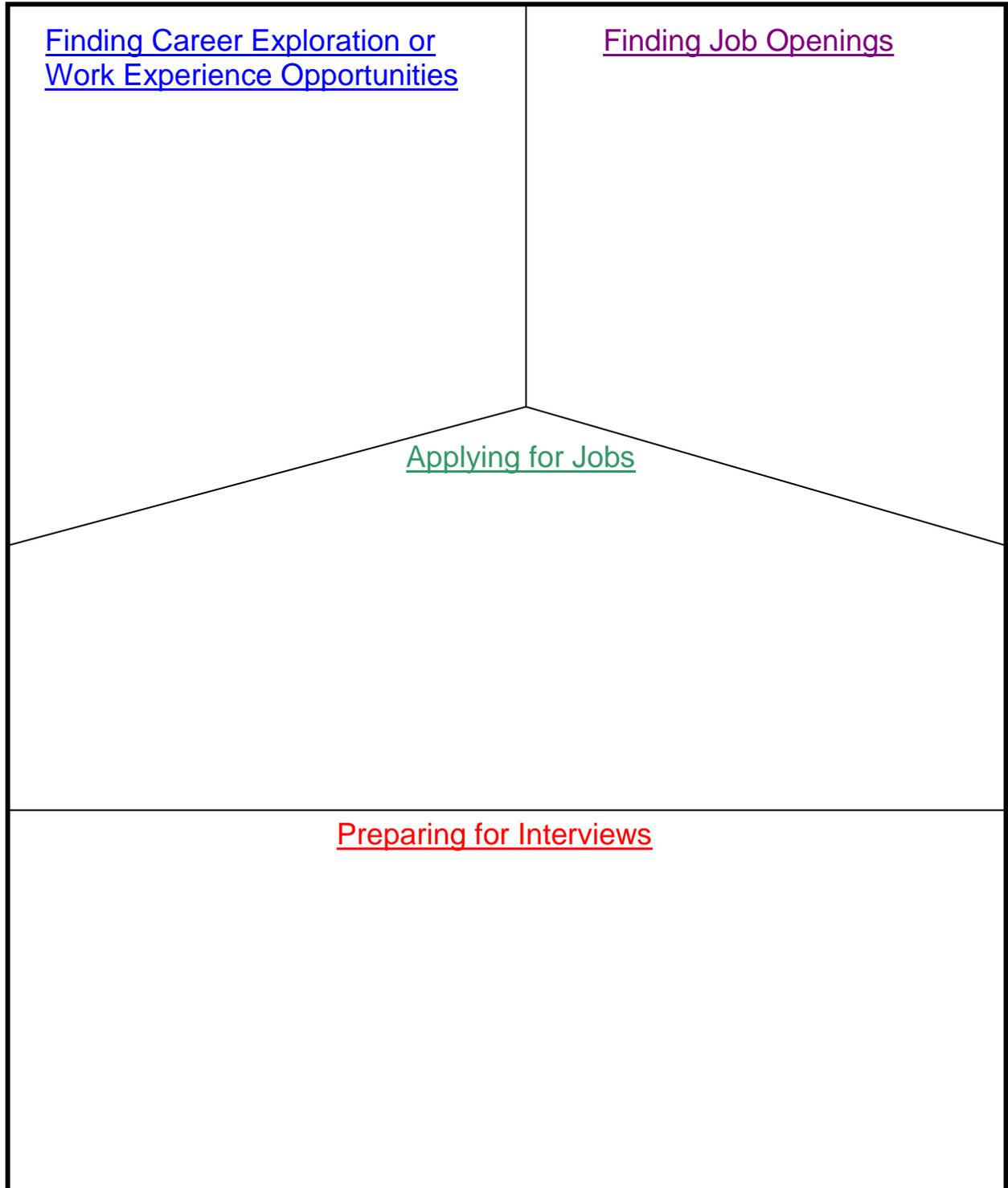
Describe your ideal workplace. What would it be like?

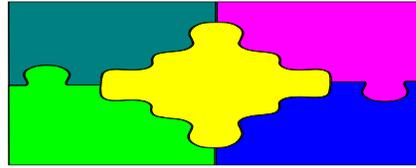
Describe ideal co-workers for you. What would they be like?

What pay and benefits would you like?

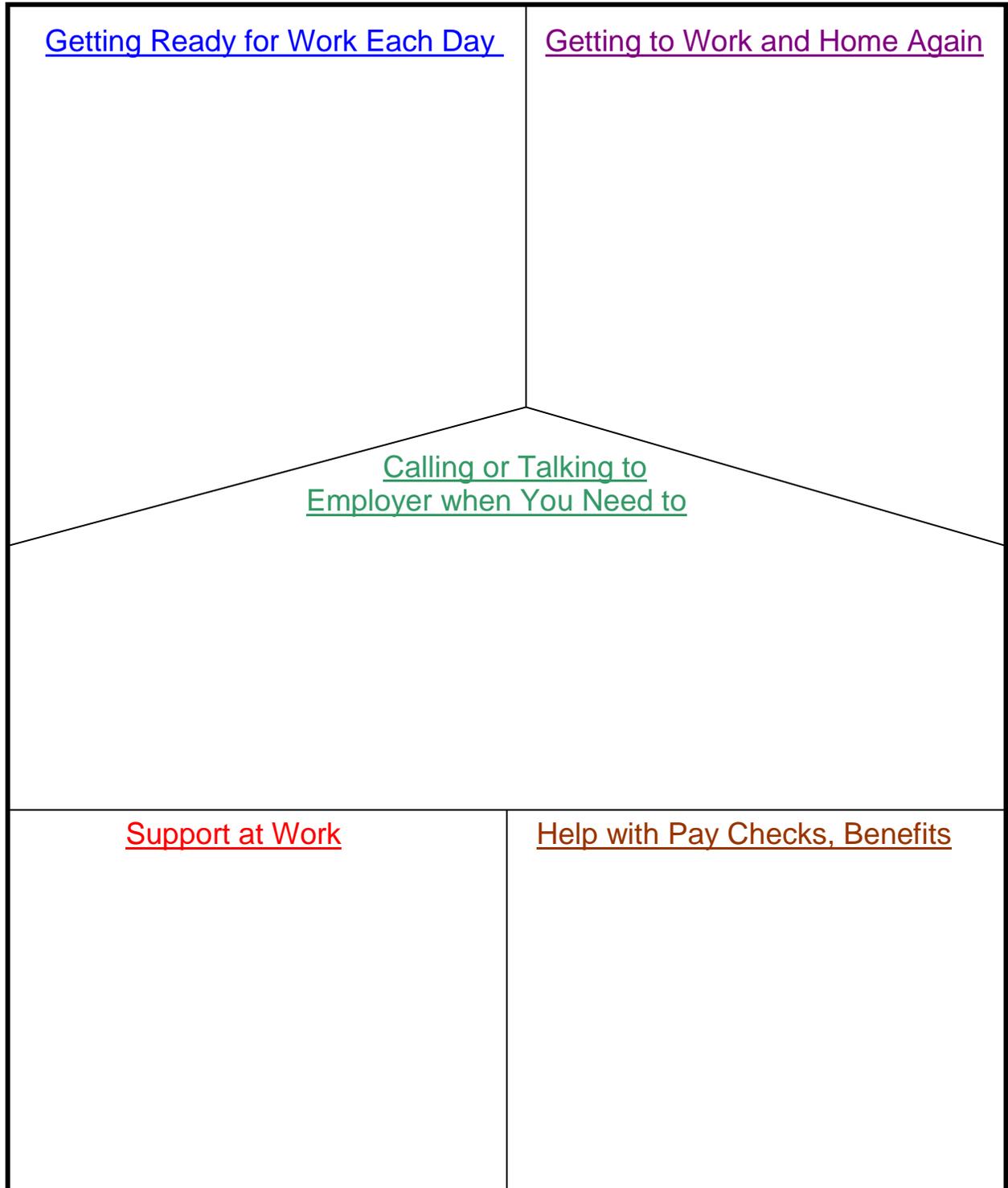


◆ Support You Have For Finding Work?





◆ Support You Have For Keeping Work?





◆ Other Important Things to Remember

A large, empty rectangular box with a black border, intended for writing notes or important reminders.