



Career Clarity Workbook

Having career clarity is necessary to finding a fulfilling job and meaning in your work.

If you have career clarity it means you understand who you are, what your strengths are, and how you can apply those aspects to your career. If you feel like something is missing in your career but you don't know what, you're likely lacking career clarity.

The steps to finding career clarity are simple, but it may involve some deep introspection on your part. You'll have to ask yourself some tough questions and be sincere in your answers in order to find a job you'll enjoy.

To get the most out of this workbook, write down your honest answers to each question as you determine what your talents are, what motivates you, and what matters most to you.

Discovering What You Do Best

Knowing what you're good at will help you narrow down what kind of jobs you should look for. The inverse is also true: Knowing what you're not good at will give you an idea of what jobs you can ignore. Use the following questions to guide you:



1

What are my talents?

2

What do I do best?

3

What do I love to do?

4

What am I not good at?

5

What do other people compliment me on or ask me for help with?



Discovering Your Passions

If you're passionate about your work, it will feel like more than just a job. Think about what makes you excited to get out of bed and try to frame your job search around that. These questions can help narrow your scope:



1

What motivates and demotivates me?

2

What do I value in a job?

3

What did I like about my previous jobs?

4

What would I do if money wasn't an issue?

5

What do I willingly research or want to learn more about in my free time?



Discovering Your Purpose

Having a purpose or a mission is the last element to gaining career clarity. If you know what matters the most to you in a career, it will inform the roles and companies you search for. Answer these questions to uncover your purpose:



1 *What really matters to me?*

2 *What is the impact I want to make?*

3 *What does success look like to me?*

4 *Who do I want to help with this job?*

5 *What are my core values?*



Your Career Clarity

Now that you've reflected on your talents, your passions, and your purpose, it's time to put it all together and gain your career clarity. Distill your answers from each section into one or two sentences, then create your ideal job position below. Once you have that, you can get to work on attaining your goal!



What are your talents?

What are you passionate about?

What is your purpose?

Your Ideal Job:

Title: _____

Duties:

Location or company:

