



CREATING A VISION FOR YOUR LIFE

Defining Your Ideal Work Worksheet

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*“Choose a job you love, and you will never
have to work a day in your life.”*

Confucius



It is said that people who love what they do, never work. Many people spend 40+ hours each week working at a job that does not energize them or satisfy them.

If this describes you, you may know it is time for a change. But if you don't already have a clear vision of your ideal work, how do you figure that out?

Some visualization and journaling exercises may help.

Quiet your mind and reflect on each of the following questions. Then, either on this worksheet or in a separate journal write your answers.

VISUALIZE YOUR IDEAL WORK SITUATION:

1. Describe the setting in detail (home, small office, large corporate office). What is in the room you envision? What are the colors, sounds, smells, etc. in this setting?

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2. Who is with you in this setting – are there other people in office or cubes?
Describe them – casually dressed, suits and ties, etc.).

3. What are you/they doing (speaking to a group, talking on the phone, working on the computer)?

4. What is the purpose or goal of the work you are doing (saving the planet, litigation, developing software, etc.)?

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MORE REFLECTION QUESTIONS:

- 1. Make a list of what you don't like about your current position. If you're considering a change, there must be something that's rubbing you the wrong way. It might be your company, the people, or your position. Maybe you just weren't cut out to be an accountant. Consider the things you don't want in your next career.

- 2. Make a list of what you do like about your current position. It can't all be bad! What are things about your current company and position that you enjoy? What would you like in your next position?

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3. Consider your values. Perhaps your most important value is helping people, but you spend your days driving a delivery truck. A position helping others directly might be more to your liking. List your values and consider careers that dovetail with them. This [list of more than 325 core values](#) might help.

4. What motivates you (money, service, autonomy, structure, challenge, achievement, etc.)? List as many of your motivators as possible.

5. Brainstorm a list of career possibilities that take into account your likes, dislikes, motivators, and values. Now that you've given some thought to what you like, don't like, and your values, think of careers that can satisfy all of those requirements.

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2. Do you want to work in a casual or more formal work environment?

3. Describe your ideal work schedule (hours, days, and flexibility).

4. Describe the level of autonomy that you want in your next job. Do you want to be the manager or do you prefer to have a manager?

5. Do you prefer a structured environment or a more informal, unstructured environment?

6. Describe the traits that you want your next supervisor to have?



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7. Describe how the need for job security will play a role in your search. Are you a risk taker who might be excited by work in a start-up, high-growth, or turnaround company or do you prefer a more stable, mature-company environment?

8. Do you prefer working on a single project at a time or several projects all at once? Are you comfortable working to deadlines?

9. Do you have a sense of whether you are an extravert or an introvert and what would be comfortable for you? Do you prefer to work independently or as a member of a team?

10. List the top 5-10 job satisfaction factors that you hope to find in your next job (e.g., money, interesting work, innovation and creativity, opportunity to contribute, power, variety, challenge, recognition)

11. What type of work (job functions) do you think you would enjoy most? What type of work (job functions) do you not want as part of your next job?

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12. How short or long do you want your commute to be? What is an acceptable commute for you?

13. Describe your ideal benefits in your next position. Are you looking for things such as a company car, on-site daycare, performance bonuses, liberal vacation time, insurance benefits, or tuition reimbursement?

14. Are you willing to relocate? If so, where? What are the geographical boundaries of your search?

15. Are you willing to travel? If so, where? How much are you willing to travel?

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16. Name the lowest dollar figure that you are willing to accept as compensation and then name a figure that represents the compensation figure you hope to achieve.

17. What are the absolute must haves that must be a part of your next job and that you will not be flexible about?

18. In as much detail as possible, describe your personal and professional strengths and weaknesses.

19. What are your personal and professional goals over the next 5-10 years?

20. Describe the type of organization or company that you want to work for? What size company? What industry? What type of company culture?

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Part B:

Now list as many possible job targets that interest you, being as specific as possible about the job function and level, the company type and size, and other relevant criteria. Run each of these through the criteria established in your career vision. At this point, several should stand out.

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Part C:

Now, for each option complete the following table:

	Option 1	Option 2	Option 3	Option 4	Option 5	Option 6
What skills, education, and experience do I have that qualify me for this?						
What additional schooling or training is necessary?						
Am I willing to devote the time and expense to prepare?						

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What personal and professional benefits would I expect to receive from this career?						
What factors may prevent or delay me from pursuing this?						

Part D:

Now go back over all of your answers and write out your job target here, as precisely as you can. Why is this the best option?
