

CAREER FOCUS FRAMEWORK

(I recommend completing this bit by bit – versus all at once!)

TRANSFERRABLE SKILLS (ie. skills that are not specific to an organization – eg. client service, people leadership etc). How do these “show up?

WHAT MAKES YOU UNIQUE? WHAT WORDS WOULD PEOPLE USE TO DESCRIBE YOU? WHAT HAVE YOU BEEN KNOWN FOR OVER THE YEARS (i.e. your career legacy)?

WHAT WORK CAN YOU DO AND THAT YOU LOVE (ie. gives you energy/you look forward to doing)? Think of specific instances. **WHAT WORK DO YOU WANT TO DO AND HAVEN'T HAD THE OPPORTUNITY TO DO YET?**

WHAT WORK CAN YOU DO BUT YOU DON'T LOVE (ie. doesn't give you energy now – and maybe it used to)?

WHAT WORK DO YOU ABSOLUTELY NOT LOVE?

**WHAT ENVIRONMENT ARE YOU MOST SUCCESSFUL IN (ie. office structure, leader support, interaction with colleagues etc)
PROFILE OF IDEAL LEADER TO WORK WITH? IDEAL TEAM? Be specific – describe in detail.**

WHAT DID YOU LOVE ABOUT JOBS YOU HAVE HELD IN THE PAST? (eg. well-paid, purpose in your work etc)

WHAT WOULD YOU LIKE TO LEAVE BEHIND FROM JOBS YOU HAVE HELD IN THE PAST? (eg. office politics, micromanager leader etc)

WHAT IS IT TIME TO LET GO OF IN YOUR OWN LIFE, AS IT RELATES TO YOUR CAREER? (EG. an attitude, belief, approach, assumption or goal)

WHAT IS STANDING BACKSTAGE IN YOUR LIFE, WAITING TO MAKE AN ENTRANCE (as it relates to your career)? Perhaps a new career path, or direction?

NON-NEGOTIABLES (ie. dealbreakers – you would walk away from an opportunity if they weren't there in the job/organization)

MOTIVATORS/THINGS IMPORTANT TO YOU THAT YOU CAN LEAVE BEHIND (for the right fit)

COMPANIES OF INTEREST? WHAT IS THE PROFILE OF THE “RIGHT COMPANY” FOR YOU (ie values, mandate, sector, communication, etc). Be specific and describe.

OPPORTUNITIES OF INTEREST? DESCRIBE THE IDEAL JOB FOR YOU.

WHICH WORK OUTCOMES MAKE YOU THE MOST PROUD?

WHAT HOLDS YOU BACK?

WHAT ARE THE ACTIVITIES THAT MAKE YOU LOSE TRACK OF TIME?

WHAT PROBLEMS IN THE WORLD ARE YOU MOST ENTHUSIASTIC ABOUT SOLVING?

WHAT ARE YOUR COMPENSATION REQUIREMENTS? AND WHAT STATUS ARE YOU SEEKING (ie. full-time, part-time, contract etc)

WHAT QUESTIONS DO YOU NEED TO HAVE ANSWERED IN OUR WORK TOGETHER?