

Part I

Skills: What You've Got, What You Need to Get

Enter the skills from your "Skills Master List" (on page 296) in the column provided. Rate your skill level on a scale of one to ten (one low, ten high), and check your answer on the list to the right. Finally, in the spaces to the right of the numbered list, indicate which of the skills you are already competent in and which you still need work in. All the skills you rated with scores of six or more, mark in the AC (Already Competent) column, and those less than six in the NW (Needs Work) column.

Necessary Skills	Needs Work					Already Competent					NW	AC	
	1	2	3	4	5	6	7	8	9	10			
Example: <i>Public Speaking</i>			✓									✓	
1.													
2.													
3.													
4.													
5.													
6.													
7.													
8.													
9.													
10.													
11.													
12.													
13.													
14.													
15.													

Note: It is important that each skill be recorded in the same order throughout the skill assessment process.

Part II

Skills: Some Come Easy, Some Don't

The purpose of this exercise is to help you to estimate the amount of time it may take you to acquire the various skills, based upon their relative difficulty for you. Rate each of the skills from your "Skills Master List" according to the length of time required to master it. If you already possess the skill, did the acquisition of that skill take a few weeks, or did it take years to master? If you have yet to acquire the skill, do you anticipate the acquisition of that skill taking a relatively short time or significantly longer? Use the key below to assist you in selecting the appropriate space: A, B, C, D.

Key

- A 1-3 Months
- B 3 Months-1 Year
- C 1-3 Years
- D 3+ Years

Necessary Skills

- Example:** *Public Speaking* _____ A B C D
1. _____ A B C D
2. _____ A B C D
3. _____ A B C D
4. _____ A B C D
5. _____ A B C D
6. _____ A B C D
7. _____ A B C D
8. _____ A B C D
9. _____ A B C D
10. _____ A B C D
11. _____ A B C D
12. _____ A B C D
13. _____ A B C D
14. _____ A B C D
15. _____ A B C D

Note: It is important that each skill be recorded in the same order throughout the skill assessment process.

Part III

Skills: Getting Some T.I.P.s as to Content

The purpose of this exercise is to help you to determine whether this career role primarily involves working with things, ideas, or people. This exercise can help you to clarify the actual content of the work and how that fits with your personality. If you are having difficulty determining whether a particular skill is primarily concerned with things, ideas, or people, refer to the "Skill T.I.P. List" on page 297.

Key
T Things
I Ideas
P People

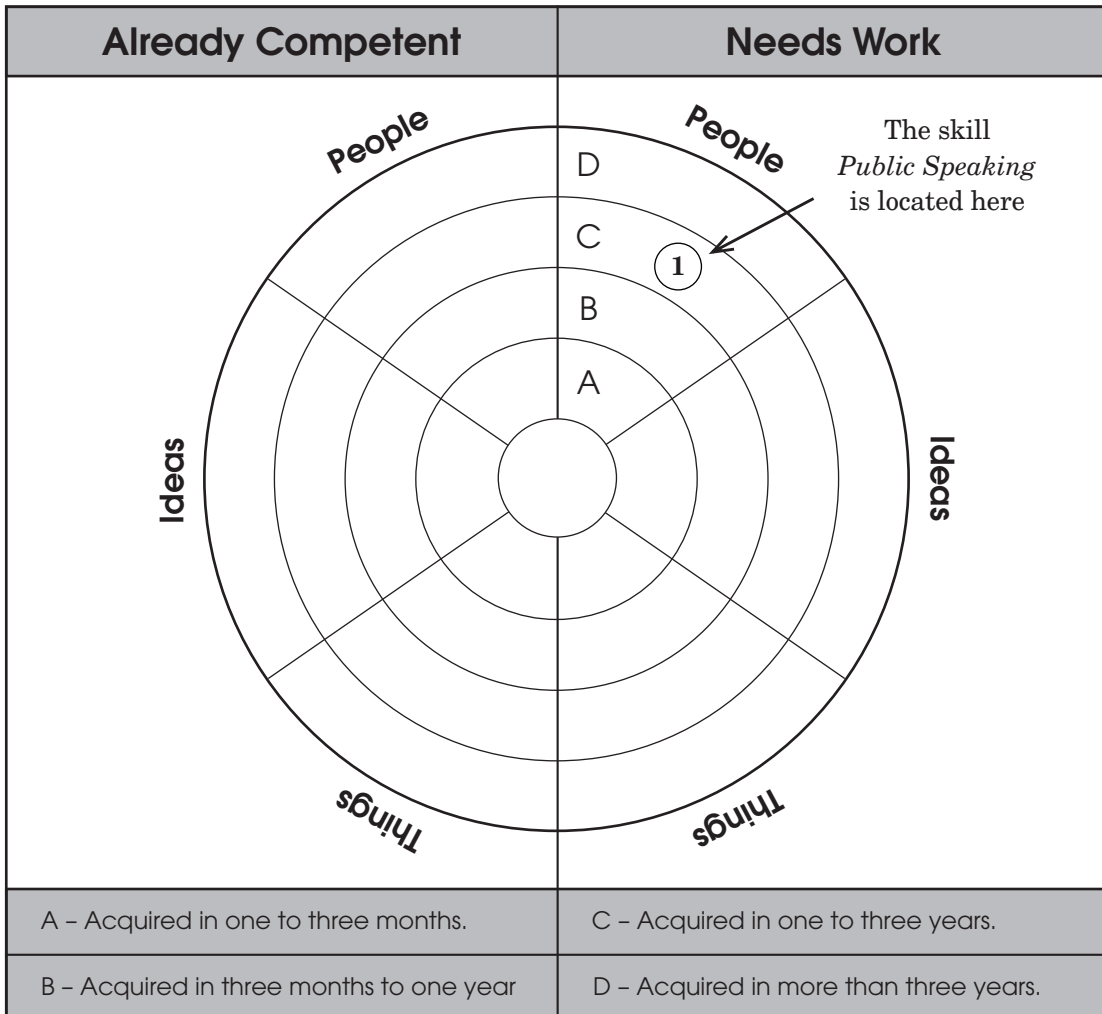
Necessary Skills

- Example:** *Public Speaking* _____ T I (P)
1. _____ T I P
2. _____ T I P
3. _____ T I P
4. _____ T I P
5. _____ T I P
6. _____ T I P
7. _____ T I P
8. _____ T I P
9. _____ T I P
10. _____ T I P
11. _____ T I P
12. _____ T I P
13. _____ T I P
14. _____ T I P
15. _____ T I P

Note: It is important that each skill be recorded in the same order throughout the skill assessment process.

Charting Your Skills Map

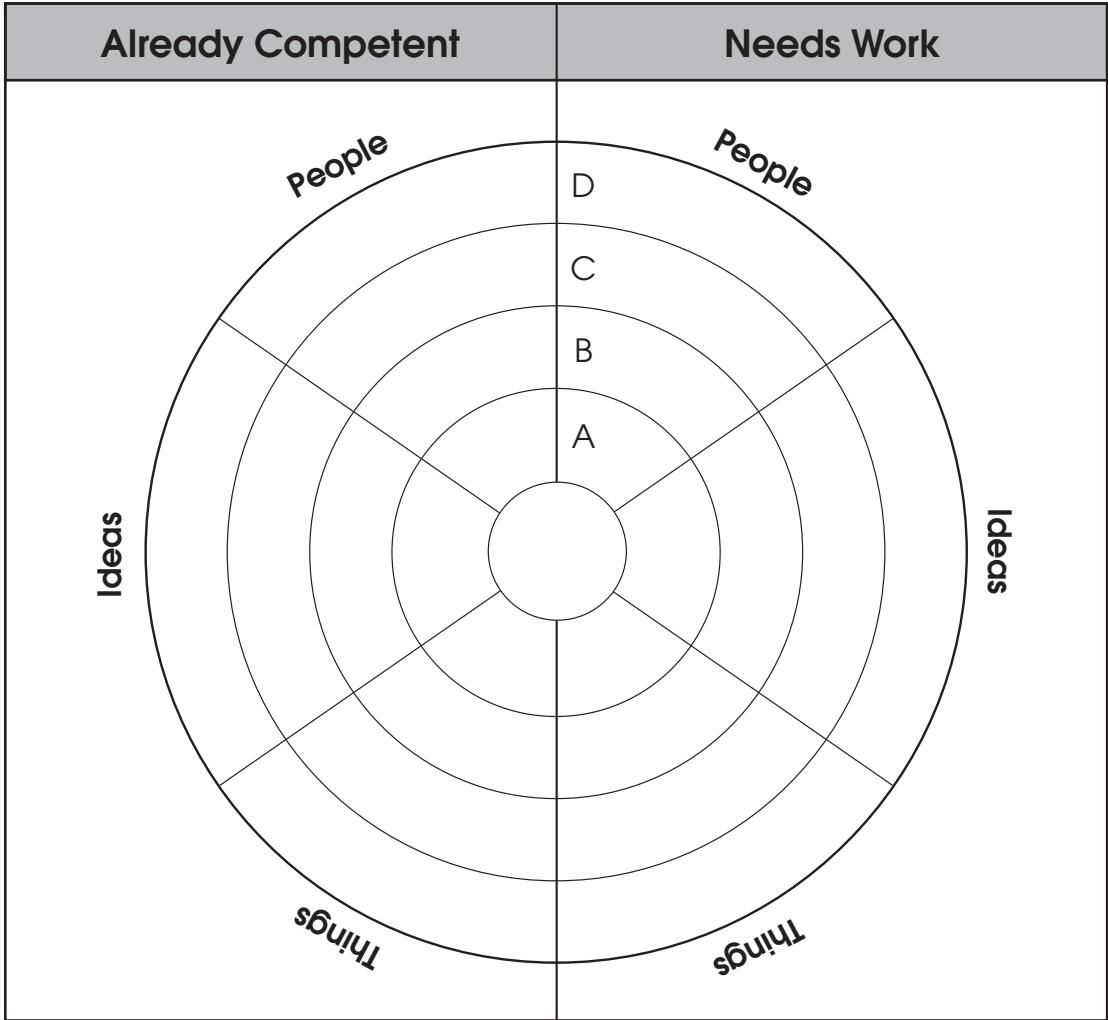
Now refer to the three skill exercises you have just completed. Use the data from these to help you plot out your “Skills Map.” Notice that your skills map has a line through the center of it. The left-hand side of the map represents the skills you are already competent in. The right-hand side of the map represents the skills you need to improve in, in order to work in your new career. The concentric circles represent the relative difficulty of each skill for you. The three pie-slice sections in both the left and right hemispheres indicate whether the skill primarily involves things, ideas, or people. The three pie-slice sections in both the left and right hemispheres indicate whether the skill primarily involves things, ideas, or people.



Example: Public Speaking—I=NW, II=C, III=P. Let’s say that you had “Public Speaking” in position number 1. This is a skill which you rated as “Needing Work,” so you will enter it in the right hemisphere of your “Skills Map.” It primarily involves people, so it will appear in the “People” pie slice. You estimate that it will take you one to three years to master and, therefore, corresponds to the C sphere. So skill number 1, Public Speaking, appears in the right hemisphere, in the second concentric circle of the “People” pie slice as indicated above. Chart your “Skills Map” on the next page.

My Skills Map

Career _____



Copy each skill in the appropriate space; then fill in the letters of the choices you selected in the previous exercises as shown below.

- | | I | II | III | | I | II | III |
|----------|---|----|-----|-----------|---|----|-----|
| 1. _____ | — | — | — | 9. _____ | — | — | — |
| 2. _____ | — | — | — | 10. _____ | — | — | — |
| 3. _____ | — | — | — | 11. _____ | — | — | — |
| 4. _____ | — | — | — | 12. _____ | — | — | — |
| 5. _____ | — | — | — | 13. _____ | — | — | — |
| 6. _____ | — | — | — | 14. _____ | — | — | — |
| 7. _____ | — | — | — | 15. _____ | — | — | — |
| 8. _____ | — | — | — | | | | |

Evaluating Your Skills Map

Examine your skills map and make an evaluation of where you stand in relation to the skills necessary to the career role you have selected. In what areas are you already strong? In what areas are you competent? And in what areas are you weakest? Next, indicate how you can take full advantage of the areas you excel in, develop areas where you are competent, and bring the areas where you are weak up to competency.

Career Objective: _____

Strengths: _____

How to Maximize These: _____

Competencies: _____

How to Develop These: _____

Weaknesses: _____

Ways to Bring Them Up to Adequacy: _____

Ways Around the Weakness: _____

Based on your evaluation of your skills in relation to those needed to pursue this career, would you give it a “no” or “go” at this time? Check one: No ___ Go ___

Evaluation #2: Purpose

Does this career provide an excellent opportunity to pursue my work purpose?

If you believe that this career is the optimal way of pursuing your purpose or vocation, you may determine to work at it, even if you currently lack skill or training in this field. On the other hand, even if you are well qualified for a given career, it may not be compatible with your purpose and, therefore, would not be a good choice. You initially selected this career, in part, based on your belief that it would provide an excellent opportunity to pursue your work purpose. Now that you have thoroughly researched this field, do you still believe that it will allow you to pursue your purpose?

Yes___ No___

If yes, why? _____

If no, why not? _____

If you chose to pursue this career, would the work you would be doing be something you could be proud of and find meaningful?

Does it reflect your values?

Does it reflect your vision of your best self?

Based on your evaluation of how well this career choice will enable you to pursue your purpose, would you give it a “no” or a “go” at this time? Check one: No___ Go___

Evaluation #3: Talents

Does this career provide the opportunity to express my talents?

In all likelihood, your new career will require a number of skills that lie outside of your talents. Nevertheless, based on your research of this field, do you feel confident that in the main this career provides ample opportunity to express your talents?

Yes___ No___

If yes, why?

If no, why not?

Based on your evaluation of how well this career choice will enable you to express your talents, would you give it a “no” or a “go” at this time? Check one: No___ Go___

Evaluation #4: Self-Esteem

Do I believe I can do and ultimately excel at this work?

Considering your skills and motivation may not be enough to make an adequate evaluation of the likelihood of success in this field. You also need to know how your self-esteem compares with that of people already in the field. Some individuals are qualified for a given field (for example, starting their own business) and are even ready to make the necessary sacrifices, but they don't believe that they can do it. They lack the self-esteem necessary to make their dreams become reality.

In evaluating your self-esteem, consider how self-esteem works together with skills and experience. If you currently possess relatively few of the requisite skills, but you are willing to take the necessary steps to acquire them, and your self-esteem is such that you believe that you will ultimately be successful, you might make a "go" decision, even though your skills are relatively few. However, if your skills and self-esteem are both relatively low, you might choose an intermediate career, while building your skills and confidence.

Do you believe you can do this? _____

Generally, how does your self-esteem compare with that of people already in this field?

If there is a significant gap, is it a gap you can close easily within the time you have allowed?

Do you believe you can grow, learn, and change for the better? Write down examples of how you have grown as a person. List some of the new things you have learned.

Are you willing to test your belief in yourself by trying new things? _____

Are your self-esteem reserves ample enough for you to risk a little by possibly failing, or are they so small that you feel you can't risk it?

All in all, given your self-esteem reserves at this time, would you give this career move a "no" or a "go" at this time? Check one: No ___ Go ___

Evaluation #5: Personal Benefits

What will I gain personally from pursuing this career?

Okay, so you've taken a good look at what your new career endeavor is going to cost you. Now it's time to examine the benefits you can expect to enjoy. Among these are the increased contributions you can make, and improvements in your finances, in your family life, and in your psychological and physical health.

What impact are you likely to make with your new career? How will the world be better because of your efforts? _____

What psychological benefits are you likely to derive? (For example, increased self-confidence and self-esteem, more energy and a greater sense of well-being, knowing that you are making the world a better place.)

How will this career change or improve your family life? (For example, your increased self-esteem improves your relationships with your mate and children. Your example of giving your best inspires your children to pursue theirs. Your courage to pursue your work puts your family in contact with interesting people and places. Your increased status in the community reflects well on your family. Your increased earnings make for a better lifestyle.)

What benefits to your health are you likely to derive from your pursuit of this career?

What material benefits will you derive from pursuing your new career? (For example, increases in income, and the kinds of improvements that may make possible.) _____

All in all, based on the benefits you will receive as a result of this career move, would you give the move a "no" or a "go" at this time? Check one: No___ Go___

Evaluation #6: Trade-offs

What will it cost me in the short and long term?

One way or another, everything has a price. This process provides you with the opportunity to think in advance about the likely sacrifices you'll need to make in terms of time, money, and your personal life in order to succeed in your new career.

Time

From your research, how many years or months of training do people in this field have? Will you need this much time, or perhaps more, or less? Is the amount of training time required acceptable to you?

What hours do people in this field work? (Remember to include "playing the game" time. These are hours you would put into activities that may not be part of your job description, but are necessary to excel in this work.) Are these hours acceptable to you? _____

Given your current skill level, how long do you estimate it will be before you can begin in this new career? Is this acceptable to you? Why do you think so? Is there any way that you could significantly shorten this time?

Once in this career, how long does it generally take people to hit their stride? Is this time acceptable for you? Is there any way you can significantly reduce this time? If so, how? _____

Personal

What personal activities or interests might you have to sacrifice for a time or altogether in pursuing this career role? Are these trade-offs acceptable to you?

What sacrifices are you likely to have to make in the way you relate to your family, friends, or other loved ones in order to pursue this career? Are these sacrifices acceptable to you? _____

All in all, based on the sacrifices you will have to make, would you give this career role a "no" or "go" at this time? Check one: No___ Go___

Evaluation #7: Work Environment

Will the work environment match with my personality and preferred work style?

While many factors relating to work environment are specific to particular jobs or work positions, there are some factors that are typical of given careers. Perhaps the most significant of these is the workplace culture. Next to finding a career that allows you to pursue your purpose and express your talents, finding one with a well-suited workplace culture is the most significant noneconomic factor in predicting workplace satisfaction. People end up leaving or being asked to leave positions far more often because they don't mesh with a given workplace culture than because they aren't competent in their work.

Based on your research: Is the general workplace culture associated with this career one that you resonate with? _____

Do people in this career generally share your values and interests? _____

In what physical setting do people in this career generally work? (For example, in a store, home, office, etc.) Is this a physical environment that resonates with you?

How is work typically organized in this career? Do people in this career typically work alone or in a team? Do they tend to be self-employed or do they work for large, medium, or small organizations? Is the way that work is typically organized for people who work in this career a way that you enjoy working? If not, is it possible to work in a different way and still be successful in this career?

Are there any other factors involved with the workplace culture, physical setting, organizational structure, or work habits typically associated with this career that you particularly resonate with? _____

Are there any other factors involved with the workplace culture, physical setting, organizational structure, or work habits typically associated with this career that you particularly dislike? _____

All in all, considering the typical work environment associated with this career, would you give this career move a "no" or a "go" at this time? Check one: No ___ Go ___

Evaluation #8: Retraining

How much additional education (formal or otherwise) will be required for this new career?

Answer the questions below to help you decide if this career is right for you. Later on, you will have an opportunity to explore retraining options in much greater detail.

What additional education, training, or credentials will you need to begin working in this field? _____

How long (months, years) will it take you to complete these requirements?

Roughly (again, you will have an opportunity to explore this in more detail later) how much will your retraining cost?

What personal sacrifices will you have to make in terms of time and money to acquire the education or training you need?

What will you gain professionally?

What might you gain personally from doing the necessary retraining for this career?

All in all, considering the retraining required to pursue this career, would you give it a “no” or a “go” at this time? Check one: No___ Go___

Evaluation #9: Economic Factors

Will this career work for me financially?

How much do people in this career role earn? _____

At entry level? _____

At top level? _____

Are these earnings acceptable to you? _____

Is there any way that you could significantly increase the money you would make through related products and services? Are you willing to do this?

How much money must you make in order to maintain a lifestyle that is acceptable to you? Can you do it working in this field?

Estimate approximately how much it will cost you to train for this field. Is this amount acceptable to you? _____

Are you likely to lose additional money in the transition? (For example, in addition to the money that you spend on training, there is the amount of income lost while devoting yourself to training. Also, if you are at a high level in your current career, you may be starting at a lower level in your new work.) If these sacrifices apply in your case, how great are they? Are you willing to make them?

All in all, based on financial considerations, would you give this career a “no” or “go” at this time? Check one: No___ Go___

Evaluation #10: Demand and Growth

What does the future of this career look like in terms of market demand and opportunities to grow and/or advance professionally?

In choosing your new career, it's wise to assess the current and future market demands for your products or services.

How much in demand are people in your career role? In other words, how hard will you have to work at marketing yourself at this? Is this amount of work acceptable to you?

How strong are your marketing skills? If you plan to work for someone else—job-hunting skills. If you plan to work for yourself—entrepreneurial and, especially, marketing and sales skills. If your career choice is a new field, do you have a good idea of how to market yourself at this and what it's going to take to do it?

Given the demand for the product or service you will be providing, do you feel it is best to proceed with your career choice at this time? Check one: No ___ Go ___

Evaluation Checklist

The following checklist summarizes the process that you have just completed. Answer the questions below with a yes or no for an overview of your work. If you were too lazy to complete the process, this checklist can still give you a good idea of whether the career you have selected is right for you.

- | | Y/N |
|--|-------|
| 1. Would this career role allow you to pursue your life's work effectively? | _____ |
| 2. Would it make the best use of your talents? | _____ |
| 3. Would it provide you with opportunities for continued development and growth? | _____ |
| 4. Do you now possess the skills necessary to work in this field? | _____ |
| 5. (Answer only if you answered no to question four.) Is the amount of training that would be required to gain the skills necessary to assume this role acceptable to you? | _____ |
| 6. Would it give you a work environment that you could excel in? | _____ |
| 7. Would it allow for the maximum expression of your creativity? | _____ |
| 8. Would you actually be serving the people whom you most want to help? | _____ |
| 9. Would you be working with the kind of people who would stimulate, challenge, and support you? | _____ |
| 10. Would you earn an acceptable amount of money in this career role? | _____ |
| 11. Are the likely trade-offs and sacrifices that you would have to make acceptable to you? | _____ |
| 12. Would your self-esteem and self-image allow you to achieve this goal? | _____ |
| 13. If your answer to question 12 is no, is there ample time to improve your self-esteem sufficiently, within the required time, to make it work? | _____ |
| 14. Is the amount of time it will take you to actually begin doing this work acceptable to you? | _____ |
| 15. Given everything you have considered, is this career role right for you? | _____ |