

INSPIRED CAREER TOOLKIT



EPIC
EMPOWERING PROFESSIONALS TO INSPIRED EMPLOYMENT

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STEP 1: KNOW YOURSELF

Self-reflection as a tool to identify your values and strengths is the first step on the path to true career fulfillment. After listing your thoughts, ask your boss, co-workers, friends, and family to add to the list. Place the top three in the boxes below.



What are you
passionate about?
(e.g. Meeting new people)



What are your
strengths?
(e.g. Communication)



What are your top
skills?
(e.g. Interviewing)



STEP 1: KNOW YOURSELF



Which of these **core values** resonates with you?

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Abundance | <input type="checkbox"/> Curiosity | <input type="checkbox"/> Honesty | <input type="checkbox"/> Popularity |
| <input type="checkbox"/> Advancement | <input type="checkbox"/> Determination | <input type="checkbox"/> Humor | <input type="checkbox"/> Power |
| <input type="checkbox"/> Authenticity | <input type="checkbox"/> Diversity | <input type="checkbox"/> Ideas & Inventions | <input type="checkbox"/> Professionalism |
| <input type="checkbox"/> Achievement | <input type="checkbox"/> Effectiveness | <input type="checkbox"/> Inclusiveness | <input type="checkbox"/> Profit |
| <input type="checkbox"/> Adventure | <input type="checkbox"/> Encouragement | <input type="checkbox"/> Influence | <input type="checkbox"/> Quality |
| <input type="checkbox"/> Appreciation | <input type="checkbox"/> Endurance | <input type="checkbox"/> Inner Harmony | <input type="checkbox"/> Reciprocity |
| <input type="checkbox"/> Authority | <input type="checkbox"/> Entertainment | <input type="checkbox"/> Innovation | <input type="checkbox"/> Recognition |
| <input type="checkbox"/> Autonomy | <input type="checkbox"/> Entrepreneurship | <input type="checkbox"/> Integrity | <input type="checkbox"/> Relationships |
| <input type="checkbox"/> Balance | <input type="checkbox"/> Excellence | <input type="checkbox"/> Intelligence | <input type="checkbox"/> Religion |
| <input type="checkbox"/> Beauty | <input type="checkbox"/> Excitement | <input type="checkbox"/> Involvement | <input type="checkbox"/> Renewal |
| <input type="checkbox"/> Boldness | <input type="checkbox"/> Fairness | <input type="checkbox"/> Joy/Play | <input type="checkbox"/> Reputation |
| <input type="checkbox"/> Career | <input type="checkbox"/> Faith | <input type="checkbox"/> Justice | <input type="checkbox"/> Respect |
| <input type="checkbox"/> Compassion | <input type="checkbox"/> Fame | <input type="checkbox"/> Kindness | <input type="checkbox"/> Responsibility |
| <input type="checkbox"/> Challenge | <input type="checkbox"/> Family | <input type="checkbox"/> Knowledge | <input type="checkbox"/> Security |
| <input type="checkbox"/> Change | <input type="checkbox"/> Financial Freedom | <input type="checkbox"/> Large Impact | <input type="checkbox"/> Self-Respect |
| <input type="checkbox"/> Charisma | <input type="checkbox"/> Fitness | <input type="checkbox"/> Leadership | <input type="checkbox"/> Service-Driven Goals |
| <input type="checkbox"/> Citizenship | <input type="checkbox"/> Freedom | <input type="checkbox"/> Learning | <input type="checkbox"/> Spirituality |
| <input type="checkbox"/> Communication | <input type="checkbox"/> Friendships | <input type="checkbox"/> Love | <input type="checkbox"/> Stability |
| <input type="checkbox"/> Community | <input type="checkbox"/> Fun | <input type="checkbox"/> Loyalty | <input type="checkbox"/> Strength |
| <input type="checkbox"/> Competency | <input type="checkbox"/> Generosity | <input type="checkbox"/> Openness | <input type="checkbox"/> Success |
| <input type="checkbox"/> Competition | <input type="checkbox"/> Goodness | <input type="checkbox"/> Order | <input type="checkbox"/> Status |
| <input type="checkbox"/> Connection | <input type="checkbox"/> Grace | <input type="checkbox"/> Mistakes Forgiven | <input type="checkbox"/> Teamwork |
| <input type="checkbox"/> Contribution | <input type="checkbox"/> Gratitude | <input type="checkbox"/> Openness | <input type="checkbox"/> Tradition |
| <input type="checkbox"/> Cooperation | <input type="checkbox"/> Growth | <input type="checkbox"/> Optimism | <input type="checkbox"/> Trustworthiness |
| <input type="checkbox"/> Courage | <input type="checkbox"/> Happiness | <input type="checkbox"/> Patience | <input type="checkbox"/> Wealth |
| <input type="checkbox"/> Creativity | <input type="checkbox"/> Harmony | <input type="checkbox"/> Poise | <input type="checkbox"/> Wisdom |

Think: Is it a core value for me to have....?

Try not to add "at work" to the end of the sentence above.

When you choose not to check an item, it simply means that word did not resonate strongly enough that your first instinct was "I must have it!"



STEP 1: KNOW YOURSELF



What **occupational areas** interest you?
Check or highlight as many as you like.

ARTS & ENTERTAINMENT

- Architecture/Landscape
- Urban & Regional Planning
- Landscape Architecture
- Hotel/Tourism
- Interior Design
- Fashion Design
- Textile Art
- Visual Art
- Performing Art/Music
- Film/Video
- Graphic Design/Marketing
- Catering/Chef
- Event Planning/Hospitality



BUSINESS

- Small Business/Shop
- Sales/Real Estate
- Consulting
- Human Resources
- Finance/Accounting
- Training/Development



EDUCATION

- Teaching/Lecturer
- Curriculum/Planning
- Educational Research
- Education Technology
- School Social Work
- Library/Info Services
- Statistics/Mathematics
- Special Education
- Research/Grants



HEALTH

- Allied Health
- Alternative Medicine
- Audiology/Speech
- Chiropractic
- Dentistry/Orthodontics
- Genetic counseling
- Gerontology/Aging
- Health Management
- Human Medicine
- Veterinary Medicine
- Mental Health
- Nutrition/Dietetics
- Counselor/Psychology
- Exercise physiologist
- Pediatrics/Obstetrics
- Physical Therapy/Trainer
- Optometry
- Pharmacy/Pharmaceutical
- Physician Assistant/Nurse
- Public Health
- Recreation/Sports
- Yoga/Pilates/Tai Chi



ENVIRONMENT

- Environmental Engineer
- Environmental Consulting
- Environmental Design
- Forestry
- Conservation Scientist
- Sustainability
- Solar Photovoltaic Installer

COMMUNICATION

- Advertising/Marketing
- Journalism
- Translation
- Literary/Publishing
- Public Relations

SCIENCE & ENGINEERING

- Aerospace/Aeronautical
- Biomedical/Bioengineer
- Chemistry/Chemical
- Civil Engineer
- Data Scientist/Analyst
- Electrical/Computer
- Industrial/Operations
- Biotech/Pharmaceuticals
- Material Science
- Animal Science/Marine
- Wildlife Biologist

SOCIAL IMPACT

- Consumer Rights
- Civil and Human Rights
- Criminal Justice/Law
- Lobbying/Labor Relation
- Nonprofits
- Research
- Social Work
- Art/Music/Play Therapy
- Social Entrepreneurship
- Corporate Responsibility
- Public Policy/Advocacy
- Think Tanks



STEP 1: KNOW YOURSELF



What is your **optimal working environment**? Check all you enjoy, write in answers, or skip if it's not important to you.

STYLE

- Business attire
- Casual dress

REPORTING

- Hierarchical organization
- Flat reporting structure

SOCIAL

- Socially-progressive organization
- Work and personal time separate

SETTING

- Corporate office
- Independent workplace options

PERKS

- A gym
- Coffee shop
- On-site restaurant
- Stock options
- Free event tickets

NOISE

- Collaborative, open-plan settings
- Quiet spaces

WORK

- Work that changes quickly
- Steady pace with clear deliverables

COLLABORATION

- Work independently
- Part of a team

BENEFITS

- Paid education
- Excellent retirement package
- Premium quality health insurance

TRAVEL

- Frequent travel
- Annual travel
- Weekday travel only
- No travel



STEP 1: KNOW YOURSELF



What is the **story of your dream job**? Using previous pages, fill in the story below and see what you uncover.

I am a _____ professional,
(current field)

who's passionate about _____ ,
(one core value)


_____, and _____ ; and I'm
(one core value) (one core value)

looking for a job in the _____ or _____ industry.
(occupational area) (occupational area)

I want to work _____ in a
(optimal work environment - collaboration/work/noise)

_____ where my work provides
(optimal work environment - setting/social/reporting)

_____.
(optimal work environment - benefits/travel/perks)



STEP 2: DREAM

With your unlimited imagination, think about doing something professionally that would excite you. Without any financial constraints, name all jobs which come to you when you answer these prompts.



I've always **dreamed**
of being a:

Education I'd need:

Person to learn from:



I've often **wondered**
if I could:

Education I'd need:

Person to learn from:

Though I've never
tried it, I **imagine** I'd
be good at:

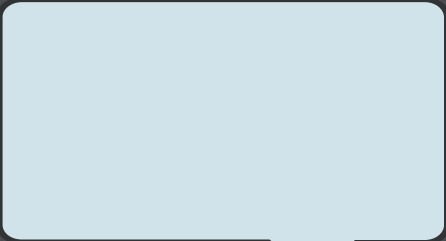

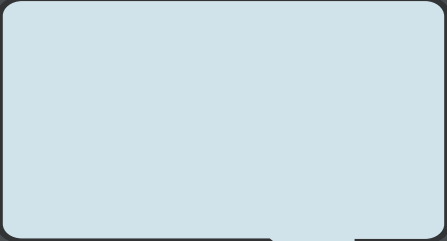

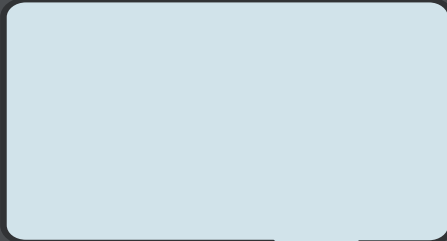

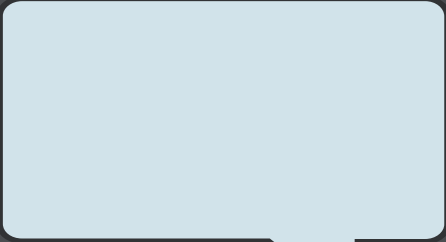

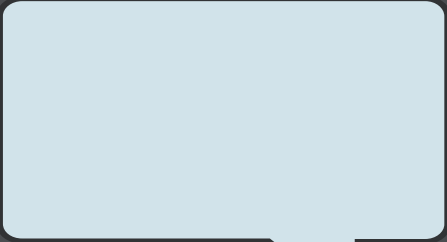

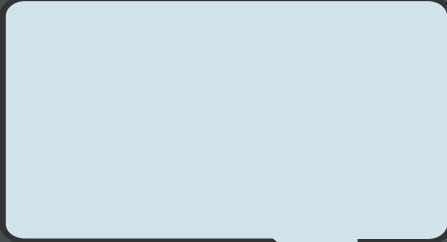

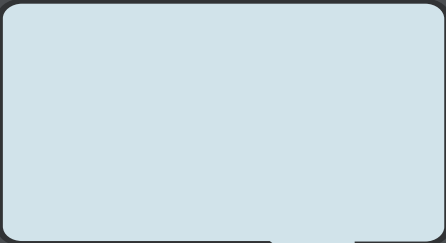

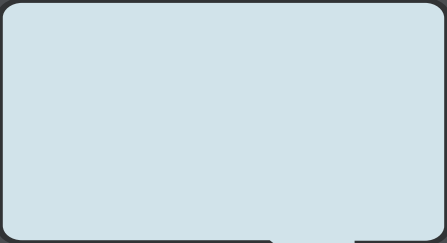

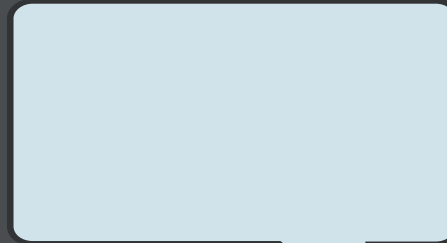

Education I'd need:

Person to learn from:



STEP 2: DREAM

Who can you ask? Think about current bosses, former bosses, friends coworkers, family, teachers, mentors, and/or career coaches. What career do you think I'm uniquely suited for?



STEP 3: CHOOSE YOUR PATH

After all the exercises of this toolkit up to this point, let's zone in on three of your top career path options and look at the pros and cons. Then let it sit and come back tomorrow and review each job and rank them.

CAREER PATH OPTION 1: _____



RANKING:

PROS

CONS

- Ease of entry
- Qualifications
- Leadership
- Experience
- Work-life balance
- New challenges
- Engaging
- Long-term gain
- Cost of Training
- Core Values
- Work Culture
- Salary & Benefits
- Travel
- Social interaction
- Supervision
- Mission buy-in
- Preparation time
- Retirement plans
- Savings plans



STEP 3: CHOOSE YOUR PATH

CAREER PATH OPTION 2: _____

RANKING:

PROS

CONS



- Ease of entry
- Qualifications
- Leadership
- Experience
- Work-life balance
- New challenges
- Engaging
- Long-term gain
- Cost of Training
- Core Values
- Work Culture
- Salary & Benefits
- Travel
- Social interaction
- Supervision
- Mission buy-in
- Preparation time
- Retirement plans
- Savings plans



STEP 3: CHOOSE YOUR PATH

CAREER PATH OPTION 3: _____

RANKING:

PROS

CONS



- Ease of entry
- Qualifications
- Leadership
- Experience
- Work-life balance
- New challenges
- Engaging
- Long-term gain
- Cost of Training
- Core Values
- Work Culture
- Salary & Benefits
- Travel
- Social interaction
- Supervision
- Mission buy-in
- Preparation time
- Retirement plans
- Savings plans



STEP 4: SET YOUR GOALS

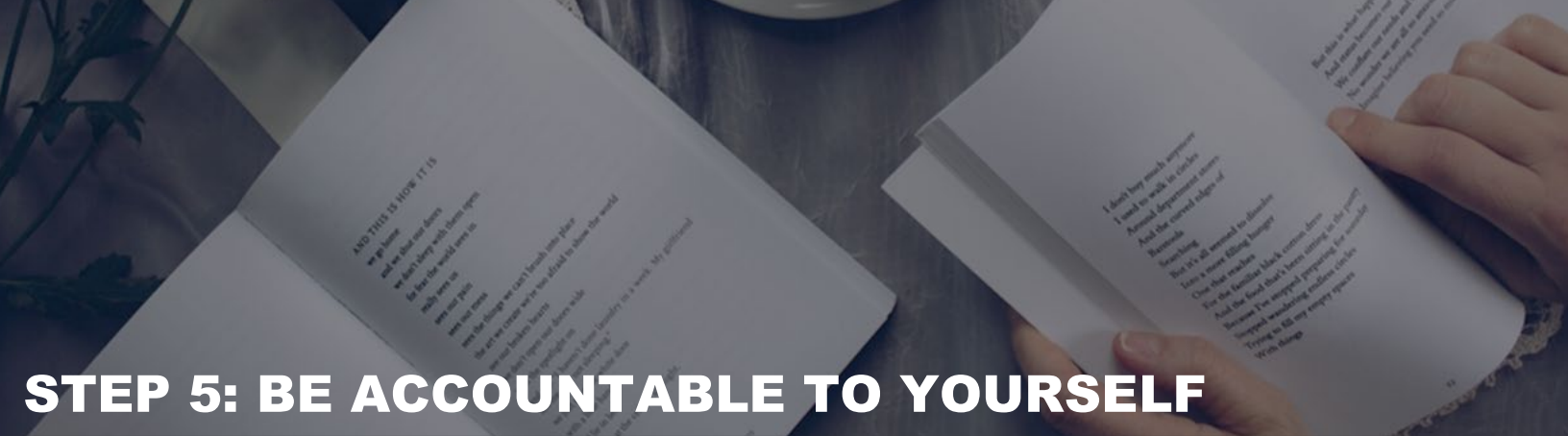
Following your top ranked career path, develop steps to get there. Consider steps like enrolling in a course, having lunch with an expert, setting aside time on your calendar, reading a book, interning or shadowing someone in that role, and reaching out to hiring managers.

My **long-term** career goals include having have the following roles and skills:

Empty rounded rectangular box for writing long-term career goals.

To get there, the following **specific steps** will get me one step closer:

<u>In the next week</u>	due
•	
•	
•	
<u>In the next month</u>	due
•	
•	
•	
<u>Over the next 3 months</u>	due
•	
•	
<u>Within 6 months</u>	due
•	
<u>Within 1 year</u>	due
•	
<u>Within 3-5 years</u>	due
•	



STEP 5: BE ACCOUNTABLE TO YOURSELF

1st Progress Touch Base

Date: _____

Ideas

2nd Progress Touch Base

Date: _____

Ideas

3rd Progress Touch Base

Date: _____

Ideas

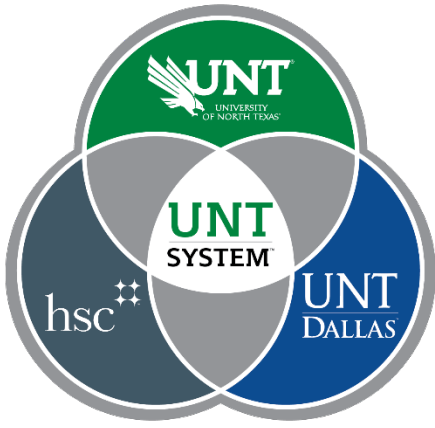
4th Progress Touch Base

Date: _____

Ideas



Today, schedule 4 future meetings with friends to discuss progress.



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