**Creating a Checklist: The Roles and Goals**

This checklist is designed to accompany the ‘Transitions in Action’ – How to cultivate & develop your career. It links in directly to the second podcast in the series, ‘The Career Management Cycle’.

There are six key areas to think about when putting together a checklist of aspects of your life and career that are important to you

|  |  |  |  |
| --- | --- | --- | --- |
| **People** | **Essential**  | **Neutral** | **Not important**  |
| How important is it that you work with people and teams? |  |  |  |
| Is it important to you that you work with people who have similar values and beliefs to yourself? |  |  |  |
| **Environment** |  |  |  |
| How important is your work environment to you? |  |  |  |
| Are you happy working behind a desk or do you need to be on the go all day? |  |  |  |
| Is it important to you that you work in a modern office? |  |  |  |
| **Location** |  |  |  |
| Do you need to be locally based? |  |  |  |
| Is the geographical location where your work is based important to you? |  |  |  |
| Money |  |  |  |
| How important is money to you in terms of your career satisfaction? |  |  |  |
| How |  |  |  |
| Do you need to work flexibility? |  |  |  |

In addition to these above the final area to consider is Tasks.

Please write down what you really enjoy doing in a work and non-work context

Work

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| --- |
|  |

Non-work

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| --- |
|  |

If you are currently in a role at the moment and you were to leave this position what are the top three tasks that you would really miss doing?

1.

2.

3.

Finally, think about what skills or activities that you would like to develop further in your career. If you can’t do this straight away then take some time to write this down. It is really useful to start to consider how you can build this into your career planning.