



MY CAREER JOURNAL



[Name]

[Date started]



BRIGHTWAYS
COACHING AND COMMUNICATIONS

*"Sometimes you will never know the value of a moment
until it becomes a memory." – Dr. Seuss*

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Getting Started

Congratulations on starting your Career Journal! The goal is that it will bring you a great deal of insight while also lifting some of the stress that comes with any career. Here are some questions to get you started. Take as long as you need to answer them. There are no right or wrong answers!

- 1. Who I Am** – Write an entry about who you are, personally and professionally. What are you about? What are your values and beliefs? Who is important to you?
- 2. Your Career, So Far** – Describe the jobs you’ve held to this point, including your current one. List the highs and lows of each, your greatest achievements, your most important learnings, remarkable people who have influenced you along the way, and anything else that is significant to you.
- 3. Research Results** – Capture the findings from any assessments you have taken part in – StrengthsFinder 2.0, StandOut 2.0, Myers-Briggs, DiSC, EQ Inventories, 360 assessments, and others. Be sure to record your results AND your reaction to them.
- 4. Routine** – It is important to establish discipline around your career planning time, even if informal. What are the “short spurts” of time you will frequently dedicate to career planning (e.g., commuting, exercising, early mornings, etc.)? When will you dedicate time to less frequent but more in-depth career planning (e.g., your birthday, the New Year, vacations, etc.)? Make your time/routine commitment here.
- 5. Powerful Questions** – In that time, ask yourself powerful questions such as: What are you best at? What do you enjoy most? What environment/dynamic/people do you do your best work with? What impact do you want to make through your career? When have you been miserable and what were those circumstances? What comes so naturally to you that you hardly have to think about it? What are you doing when your happiest? What is hard for you to stop doing once you get going?



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Career Goals

Now, pull together the information from the previous section to start developing your career goal (or goals!). Maybe you already know what it is, or perhaps you need to spend more time reviewing all of the input you've received. Either way is A-OK. This is your safe spot to brainstorm and try on a few options until the fit feels right. Below are a few thought starters:

1. **Themes** – Are there any common themes that surfaced? If so, what are they? Look for similar stories, emotions, and experiences.
2. **Connections** – Where do your strengths align with your passions?
3. **Learnings** – What did you learn from the earlier exercises that might influence your career goal?
4. **Elimination** – Think about what you know you don't like, and toss out those options.
5. **Inspiration** – Consider people in your life or who you know in the industry that you think highly of. What about them would you like to emulate? What about their careers might translate into your goals?
6. **Aspirations** – Blue sky it. If you could attain any role or title ... work at any company ... achieve any result ... work in any location ... etc., what would it be? What would make you proudest and most fulfilled?



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Resources & Support

Anyone with a successful career will tell you: They didn't do it on an island. It is essential to consider the people, training, and input you need to reach your goals. Think about this ...

1. As you consider your career goal, what more do you need to know in order to get there?
2. What kind of experience do you need?
3. What other people play a role in your success? Who can you learn from and lean on?
4. How might a coach play a role in helping attain your goal?
5. What do you need to fold into your day-to-day life in order to attain your goals and remain interestED/ING?



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Actions & Accountability

Now it's time to bring it all together. You need to make some commitments toward your Career Plan. Your answers aren't written in stone; they can (and likely will) change and evolve over time. This simply represents where you are today and where you think you're headed.

1. What activities, events, actions, or behaviors do you want to commit to?
2. What is your timing?
3. What are your boundaries? How will you stay true to them?
4. How will you hold yourself accountable?
5. How will you know when you've reached your goal?
6. How will you celebrate success?



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Routine Entries

It's up to you how often you make entries in your Career Journal – daily, weekly, monthly, or even quarterly. The important part is to do it on a regularly basis, without letting too much time slip by between entries. In fact, the busier you are, the more you probably need to write in your journal! When you do, you can record anything that's on your mind, which may include real-life career experiences like these:

Attaboys/Attagirls
Awards
Accomplishments
Achievements
Challenges
Compliments
Concerns
Embarrassments
Failures
Frustrations
Ideas
Lessons learned
Mistakes
Problems
Progress
Promotions
Relationships (the inspiring ones as well as the more difficult ones)
Successes
Triumphs
Wins
ETC.!

*“What happens to us is not as important as the meaning we assign to it.
Journaling helps sort this out.” – Michael Hyatt*



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