STARTER KIT 1/2

REFLECT ON YOUR *ACTUAL CAREER*

boost up

“YOU, YOURSELF, AS MUCH AS ANYONE ELSE IN THE ENTIRE UNIVERSE, DESERVE YOUR LOVE AND AFFECTION.”

- BUDDHA

STEP 1

The first step to **discovering your path to success is to reflect on your situation: your vision and values, your strengths and weaknesses, your zone of genius, what you like and what you don’t like about your work.**

You might often wonder if you need a career change, “maybe it’s me, I have to make an effort to be happier, I would be unsatisfied at any job, or maybe everyone is unfulfilled by their job, happiness at work is a myth.”
Let me tell you this right now:
It’s not you.
Happiness and fulfilment at work is very real, and you deserve to have it too.
I can guarantee you that **there is the perfect career path for you, you just need help finding it.**

So if you can relate to one of the below points, you came to the right place, and I’m so happy to help!

1

You used to love what you do so much, but now you are feeling stuck, frustrated, undervalued, you want to climb the ladder faster to achieve your goals.

2

You are tired of working for someone else; Sunday nights are your worst nightmare. Your work is making you feel depressed, you are craving for more independence and meaning, but you have no clue where to start. Or, rather the opposite you realized being self-employed is not that easy; it drained you and you prefer to have a more sustainable income and a drawn career, to go home and be able to disconnect completely form work.

3

You have had enough waiting for the right moment; you feel overwhelmed and unsatisfied. You feel there is so much more you could do if you had more time, or the right people surrounding you. You want to rethink your business and grow differently.

4

You became a mother, which forced you to step out of the professional life for some time, or to stagnate in your career advancement. Now you want to get back to work, or take charge of your career but you feel confused and you are doubting yourself.

HI, I'M GAYLE

After my MBA, (I believed) I knew exactly what I wanted. I worked long hours with the tunnel vision of maintaining the life I had designed for myself; having THE job, at THE bank in THE country I had handpicked. As I got closer to clients and co-workers, I realized, that it was the human aspect of my job that was most appealing to me.

My job in banking started lacking in meaning and purpose. I started to feel less fulfilled and automatically less happy at work.
I needed to find a job with a purpose, a purpose that would be whole heartedly mine, that I'd be passionate about. A job that would allow me to work on my own terms, with the flexibility I needed.
Coaching, as a profession, perfectly responded to my aspirations. I found it to be my calling. As soon as I had come to that realization; I enrolled to the ICF Executive & Leadership Coaching certification program, and I resigned from my old job!
This decision was very difficult to make. It literally felt like jumping off the roof!

I made the leap, and finally regained control over my career and my life. I became a certified Coach, and an Accredited Member of the ICF. I also specialized in Career Coaching.
My career fits my life perfectly. I have achieved the balance that I was seeking, and I feel so grateful.
My mission is to support you in your career, help you reach happiness and fulfillment at work and in life; and find success the way YOU define it.

This workbook will enable you to reflect on your current situation, to identify where you excel in your career and the value, you bring to others. Then, you will elaborate a strategy that you will add to your career plan later on. You will then come out with clear next steps to take, to advance your career.

As a start, this is what you will be doing:

1. Clarify your Vision and Values
2. Evaluate your current career (your strengths and added-value; the aspects of your job you like and you dislike)
3. Determine your current position on the career Grid
4. Elaborate a career strategy

LET'S GET STARTED!

1. CLARIFY YOUR MEANINGFUL VISION AND VALUES.

a) It might sound obvious but this is the most important part of the process. Clarify your What, your Why and your Who.

Set your vision of what you want to achieve in your career in the next 3-5 years. Write a short paragraph on that perfect day...

b) Identify 3 to 5 core values that guide your career. (Examples: achievement, relationships, support, working conditions, diversity, knowledge, results, leadership, learning, risk taking, safety, entrepreneurship, sustainability, ethics, balance, loyalty, socializing, being the best, stamina, family, fun, opportunities, status, money, faith, success, challenge, teamwork, trust, environmental awareness, purpose, creativity, independence, innovation...)

What are your top 5 non-negotiable core values?

1.

2.

3.

4.

5.

2. EVALUATE YOUR CURRENT CAREER.

Your Strengths: In which aspect(s) of your career do you excel and where can you be the best?

Your Added -Value: What is the specific measurable added-value that you bring to others?

What aspects of your job do you like? (work tasks, hours, compensation, relationships with coworkers, work environment, location...)

What aspects of your job do you dislike? (industry, relationship with your boss, hours, work tasks, commute...)

3. DETERMINE YOUR CURRENT POSITION ON THE CAREER MATRIX BELOW.

Evaluate your position on the Career Matrix below in terms of network and skills and try to notice where you might be stuck.

NETWORK	HIGH	E ☐	DE ☐	D ☐
	MEDIUM	AE ☐	B ☐	CD ☐
	POOR	A ☐	AC ☐	C ☐
CAREER MATRIX		POOR ☐	MEDIUM ☐	HIGH ☐
		SKILLS		

4. ELABORATE A STRATEGY.

If your position is A, a possible strategy would be to develop on both axes.
If your position is AE, a possible strategy would be to develop on both axes, but to focus more on your skills.
If your position is AC, a possible strategy would be to develop on both axes, but to focus more on relationships.
If your position is B, a possible strategy would be to try not to get passed over and be seen as replaceable.
If your position is C, a possible strategy would be to develop relationships.
If your position is CD, focus a little bit more on your network.
If your position is E, a possible strategy would be to develop competencies.
If your position is DE, a possible strategy would be to develop a little bit more your skills.
If your position is D, a possible strategy would be to keep raising the bar.

Based on your position on the Career Grid, elaborate a possible strategy to include later in your career plan.