

SELF REFLECTION CAREER WORKSHEET 2023

Purpose:

- Self-reflective questions to come back to periodically throughout your career to check in with yourself and your goals
- Not a one-time exercise
- Keep track of your answers to look back on and to support conversation with those in your “ships”

Why ask yourself reflective questions? Benefits of reflection include:

- Reducing negative thoughts
- Building confidence
- Increasing understanding of yourself
- Capitalizing on your strengths and working on improving your weaknesses
- Clarifying your intentions for your time and skills
- Defining professional goals and being strategic with opportunities for growth
- Developing creative thinking skills
- Encouraging engagement in work process

Tips for self-reflective practice:

- Ask yourself “what” and “why” questions
- Keep a schedule
- Be honest with yourself
- Keep records of your reflections
- Work with someone (career coach, therapist, people in your “ships”)

SELF-REFLECTION EXERCISE

Answer the following questions in each section.

INTERESTS:

- Personal (list your current personal interests - Hobbies, activities, etc.)

- Professional (horticulture, art, specific design styles, etc.)

Are there personal interests that make you an expert within your profession that you could leverage?

Do any of your personal interests intersect with your professional interests?

STRENGTHS:

(List all your strengths as power statements like this: *I excel at ...*, *I feel capable when I ...*, *My top strengths are ...*)

- What do you LOVE to do?

- In what areas do you excel?

- What brings you professional pride?

- What did you do really well this past year?

AREAS OF IMPROVEMENT:

(List all your development opportunities as power statements like this: *I want to be better at...*,
I would like to improve my..., *I need to learn how to excel at...*)

- What do you dislike working on?

- What tasks do you put off?

- What takes you more effort to complete accurately?

- What mistakes did you make this past year?

PROFESSIONAL GROWTH:

- Do you prefer being an individual contributor or managing others?

- Do you want to become an expert in your current field or explore new areas of practice?

- What skills do you want to develop?

- What new experiences do you want to have?

- What knowledge would you like to explore and learn?

- Are you hoping for a promotion, new assignment or a new role in a different area?

GOALS (PERSONAL / PROFESSIONAL):

(Examples: certifications, licensure, classes, software, manage a project, present to a client, etc.)

- Short term (in the next year):

- Mid-range (2-5 years):

- Long-range (5-10 years):

What are you willing to do in the next 1-2 years to reach your professional goals?

What resources do you need to achieve these goals (monetarily, time, etc.)?

What's my biggest goal for professional development?

How do your goals align with opportunities at your current job?

Have I achieved the goals I set for myself in the past year? If not, what factors are limiting me?

Have my goals changed or stayed the same since the beginning of the year?

Do I reach my goals regularly or is this an area I'd like to improve?

Goals shouldn't be the end all. They can change and evolve!

HOW TO START A CONVERSATION ABOUT MENTORSHIP AT YOUR WORKPLACE

Purpose:

- To start or have a conversation about mentorship at your workplace.
- Generate a dialogue to understand where everyone is coming from when it comes to the concept of mentorship.
- Discuss benefits, limitations and how to navigate them as a team.
- Discuss successes as well as opportunities for change within your company's mentorship structure.
- Note that you can talk about how mentorship is currently handled within your organization but it is best to start with understanding everyone's ideas about mentorship in general and then you can work in ways that it is applied to your workplace.

Questions to ask to start the conversation:

- What does mentorship look like to you? The who, the what, the where and the how.
- What are the benefits of mentorship?
- What could be some limitations of mentorship?
- What should the future of mentorship look like? What could/should change?
- What do you think the future structure of mentorship should look like?