

# YOUR CAREER

# **Explore yourself**

MANAGE

# **Bahçeşehir University**

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COOP & Career Development Center is the place for students to find the support they need through services such as mock interviews, workshops, and career counseling.

make a career choice.

#### INTRODUCTION

**Career** is the whole experiences that individuals gain throughout their lives; but it is also the construct what enables people to make sense of how their work roles relate to their wider life roles.

**Career Development** is a unique and lifelong process for each individual of learning, managing, work, and transitions in order to move forward and participate effectively in work and society.

**Career Planning** is a process through which individuals evaluate interests, values, and skills and match them to career-related options. It helps you to focus on professions that are suitable for you. Career planning helps you to get to know yourself and learn about business life and choose an appropriate profession.

# DESIGN YOUR CAREER BOOK WILL HELP YOU TO EXPLORE YOURSELF:

Identifying your values, skills and interests Deciding on what kind of professions you want to pursue Determining which skills you need to be able to work in these professions Finding out how you can learn these skills Values are what you Skills are sometimes **Interests** are what you really care about and thought of as general enjoy doing on a regular which give you a sense talents/strengths or basis. These are the specific knowledge/ of purpose, not only in activities that help you

abilities acquired

through training.

your personal life, but also in work life.

# SOME TIPS ON CAREER PLANNING

**Keep an up-to-date resume.** Be ready to take action when opportunities present themselves.

**Focus on transferable skills.** Develop skills that you can use in different settings. For example; speaking well, writing, time management and etc.

**Keep a record of your achievements.** Learn to describe your accomplishments. It will serve you well when working toward your next career goal.

**Set career goals.** It is necessary in career planning to set short and long term goals. What are your short-term (within a year) and long-term (within five to 10 years) career goals? Write them down.

**Do some volunteer work.** Focus on gaining some hands-on experience. You may not get paid but can get valuable experience.

**Build your network.** Be in constant communication with people who can help you in planning your career.

**Never stop learning.** Never miss a chance to learn and grow more as an individual and employee.

**Accept help.** You may not be able to find all information that you need on your own. Schedule an appointment with a career counselor at the COOP and Career Development Center.

# LET'S DISCOVER YOURSELF!

Answer the following questions to get started.

#### WHO DID YOU ADMIRE IN YOUR CHILDHOOD? WHY?

- In which ways do you look like her/him?
- Who inspires you? Who is your role model now?

Learning your own unique pattern of interests, aptitudes, and values is an important first step in your career development.

#### WHAT SUBJECTS FASCINATE YOU?

- What is your favorite subject?
- What subject you do not like the most? Why?

#### WHAT ARE YOUR DREAM JOB(S)?

#### WHAT DO YOU NATURALLY DO WELL?

What do people thank you for?

#### WHAT ACTIVITIES DO YOU LIKE TO DO?

- What are some of your hobbies?
- What do you do for fun?

#### WHAT IS YOUR MOTTO FOR LIFE AND/OR CAREER?

What value you dream to add to the world?

# WHAT IS IMPORTANT FOR YOU IN LIFE? LET'S PRIORITIZE YOUR VALUES!

Your values are the beliefs that define what is more important for you – what you want to live

This activity will help you to become fully conscious of their influence and explore more about yourself. Identify the five most important values from the following list. Rank them from 1-5 with "1" being the most important item.

Achievement	Fame	Learning
Advancement	Family happiness	Leisure
Aesthetic	Financial security	Physical activity
Autonomy	Fun	Respect
Balance	Happiness	Risk-taking
Belonging to a group	Harmony	Safety
Challenge	Health	Self-expression
Compassion	Helping others	Spirituality
Competition	Helping society	Stability
Creativity	Influencing people	Status
Creating something new	Independence	Teamwork
Entrepreneurship	Integrity	Wealth
Equality	Leadership	

#### LIST YOUR TOP FIVE VALUES:

1.	4.
2.	5
3.	

# **SELF REFLECTION**

#### When you consider the top three priority values,

What does each one mean to you? Define your top values with your own words.

1.....

So far, in which environments have you put these values into practice?

(for example; university, family, internship, work, etc.)

How do these values lead your life, how do they contribute to your life?

# WHAT TYPE OF EMPLOYEE YOU WANT TO BE LIKE? LET'S LEARN!

Think about your dreams related to your future career!

What type of you want to be like? What type of relationships you want to have in work environment? What working conditions you will prefer?

#### Directions

There are 20 job values arranged in groups. Read each value below carefully. Determining the qualities that you value most in your future work can guide you search for a meaningful career. Start by assigning each of the values on this list a number from 1 to 5.

1= Absolutely essential to me 2= Desirable, but not essential 3= Of neutral value—neither important nor unimportant to me 4= Not of value to me 5= I would prefer to avoid



Achievement: Jobs that include these work values produce specific results. The employee knows a task has been completed. These jobs let employees to use their strongest skills and give a feeling of accomplishment when the work is completed.

- I'd like a job where I can use my abilities. 1. Using ability
- I'd like a job where I get a feeling of accomplishment. 2. Achieving

**Comfort:** Jobs that include these work values provide security and good working conditions.

- I'd like a job where I can use multiple skills at the same time. 3. Activity
- I'd like a job where I can do different tasks every day. 4. Variety
- 5. Reward I'd like a job where I receive significant financial rewards.
- \_\_\_\_ I'd like a job where I won't afraid to be laid off. 6. Security
- I'd like a job where I have desirable employee benefits such as private 7. Working benefits healthcare, maternity/paternity leave and etc.
- I'd like a job where I have plenty of time to spend with family or other 8. Work-life balance pursuits outside of work.

**Status:** Jobs that include these work values have lots of opportunities for promotions, leadership roles and receiving respect and admiration from others.

- 9. Advancement \_\_\_\_\_ I'd like a job where I can get promotions.
- 10. Recognition \_\_\_\_\_ I'd like a job where my work is appreciated.
- 11. Leadership \_\_\_\_\_ I'd like a job where I give directions to other workers and lead them.
- 12. Prestige \_\_\_\_\_ I'd like a job where my work or position are valued by others.
- 13. Supervision \_\_\_\_\_ I'd like a job where I am directly responsible for the work of others.

**Collaboration:** Jobs that include these work values provide opportunities to serve others and work with co-workers in a friendly, non-competitive setting.

14. Team \_\_\_\_\_ I'd like a job where my co-workers are easy to get along with.

15. Social responsibility \_\_\_\_ I'd like a job where I do things for other people.

Justice: Jobs that include these work values ensure people to build a fair work environment.

- 16. Ethical \_\_\_\_\_ I'd like a job where I don't have to go against my sense of right and wrong.
- 17. Fairness I'd like a job where I am treated fairly by the company.

**Autonomy:** Jobs that include these work values allow people to work on their own and make decisions.

- 18. Creativity \_\_\_\_\_ I'd like a job where I can try out new ideas.
- 19. Responsibility \_\_\_\_\_ I'd like a job where I can make decisions on my own.
- 20. Independence I'd like a job where I can work mostly on my own.

When you are done, look at the values that you consider <u>absolutely essential</u> to you. Decide your most important three values and record your choices in the box.

#### **MY TOP THREE WORK VALUES**

1.			
2.			
3.			

Adapted from Pathfinder: Exploring Career and Educational Paths, Third Edition by Norene Lindsay, JIST Publishing, Inc., Indianapolis, 2004, p.39-40. Reprinted with permission from JIST Publishing, Inc., <u>www.jist.com</u>.

# WHAT ARE YOU GOOD AT? LET'S DISCOVER!

**STEP 1:** Fill in the blanks for the skills you **Have as (H)**, skills you need to **Learn as (L)** and skills you need **to Develop as (D)**.

#### **VERBAL-PERSUASIVE SKILLS**

- \_\_\_ Writing: Express myself in written forms of communication.
- \_\_\_\_ Talking: Relate easily to people in ordinary conversational settings.
- \_\_\_ **Speaking:** Deliver a speech or address an audience.
- \_\_\_ Persuading: Able to convince others to believe something I hold to be true.
- \_\_\_ Selling: Convince others to buy a product/service I am selling.
- **Dramatics:** Describe ideas or stories in a dramatic format.
- \_\_\_ Negotiations: Discuss a goal for reaching an agreement.

#### **SOCIAL SKILLS**

- \_\_\_ Social ease: Relate easily in situations what are primarily social in nature.
- **\_\_\_\_ Dealing with public:** Effectively manage variety of people who come to need for information, service or help.
  - Appearance: Dress appropriately for a variety of interpersonal situations.
- \_ Accepting negative feedback: Able to cope with criticism.

#### **NUMERICAL SKILLS**

- \_ Working with data: Comfortable with large amounts of quantitative data and gathering, interpreting, and presenting data.
- \_ Solving quantitative problems: Numerical reasoning for quantitative problem.
- \_\_\_ Computer use: Have knowledge of computer capabilities to solve the problems.

#### **INVESTIGATIVE SKILLS**

- Scientific curiosity: Learn about scientific phenomena and investigate events may lead to such knowledge.
- \_\_ Research: Gather information in a systematic way for a particular field of knowledge to establish certain facts or principles.
- **Technical work:** Work easily with practical, mechanical or industrial aspects of a particular science, profession or craft.

Identifying your skills is an important part of the career exploration process. Knowing what skills you possess, enjoy, and excel at can help you find occupations that align with your strengths.

#### MANUAL-PHYSICAL

- \_\_\_ Mechanical reasoning: Understand the relationship among mechanical operations.
- \_\_\_ Manual dexterity: Skilled in using your hands.
- \_\_\_ Spatial perception: Judge the relationship of objects in space; manipulate them mentally and visualize the effects of putting them together or of turning them over or around.
- \_\_\_ Physical stamina: Physically resistant to fatigue and illness.
- Outdoor work: Familiar with the outdoors; able to work outdoors without encountering many obstacles.

#### CREATIVE

- \_\_\_ Artistic: Keenly sensitive to aesthetic values; able to create works of art.
- \_\_\_ Imaginative with things: Create new ideas and forms with various physical objects.
- Imaginative with ideas: Create new ideas and programs through conceptualizing existing elements in new ways; able to merge abstract ideas.

#### **WORKING WITH OTHERS**

- \_\_\_\_ **Supervising:** Control, manage or direct work of others.
- \_\_\_\_ Teaching: Help others learn; able to provide knowledge or insight.
- \_\_\_ Coaching: Instruct or train an individual to improve performance in a specific area.
- \_\_\_ Counseling: Engage in a direct relationship with person who need help or support.

#### MANAGERIAL

- Organization and planning: Develop a project or set of ideas through systematic preparation and arrangement of tasks, coordinating the people and resources what is necessary.
- Orderliness: Arrange items in a systematic order so that such items or information can be easily found or used.
- Handling Details: Able to work efficiently with a great variety and/or volume of Information and data.

**Making Decisions:** Comfortable in making judgments or reaching conclusions about matters which require specific action; able to accept responsibility for the consequences of such actions.

Worksheet inspired by Amherst College, CEP

<b>STEP 2:</b> Rank your five s from 1-5, 1 being the hi	ills that you <b>have</b> for underlying your strongest ones nest.	I I I
1.	4.	1
2.	5.	ì
3.		I I

## LET'S PUT YOUR SKILLS TO WORK! TRANSFERABLE SKILLS CHECKLIST

Transferable skills are incredibly valuable to employers. Use this checklist to start thinking about some of the skills you learned and utilized. Identify the skills you possess and rate your ability in each area.

- 1= Strong ability
- 2= Some ability
- 3= Want to develop

#### **Communication Skills**

- \_\_\_\_\_ speaking effectively
- \_\_\_\_\_ writing clearly and concisely
- \_\_\_\_\_ listening attentively and objectively
- \_\_\_\_\_ expressing ideas
- \_\_\_\_\_ facilitating group discussion
- \_\_\_\_ interviewing
- \_\_\_\_\_ editing
- \_\_\_\_\_ responding appropriately to +/- feedback
- \_\_\_\_\_ using various media to present ideas imaginatively

#### **Research/Planning/Investigation**

- \_\_\_\_\_ forecasting/predicting
- \_\_\_\_\_ creating ideas
- \_\_\_\_\_ identifying problems
- \_\_\_\_\_ imagining alternatives
- \_\_\_\_\_ identifying resources
- \_\_\_\_\_ gathering information
- \_\_\_\_\_ solving problems
- \_\_\_\_\_ setting goals
- \_\_\_\_\_ extracting important information

#### **Financial Management**

- \_\_\_\_\_ developing a budget accurately
- \_\_\_\_\_ estimating expenses and income
- \_\_\_\_\_ keeping accurate and complete
- financial records
- \_\_\_\_\_ accounting
- \_\_\_\_\_ assessing

#### **Human Relations/Interpersonal**

- \_\_\_\_ developing rapport
- \_\_\_\_\_ being sensitive
- \_\_\_\_ listening
- \_\_\_\_ conveying feelings

- \_\_\_ providing appropriate feedback
- \_\_\_\_\_ negotiating

\_\_\_\_\_\_

- \_\_\_\_\_ perceiving nonverbal messages
- \_\_\_\_ persuading
- \_\_\_\_\_ reporting information
- \_\_\_\_\_ describing feelings
  - \_\_\_\_\_ public speaking
  - \_\_\_\_\_ using various styles of written
  - communication
  - \_\_\_\_\_ conveying a positive self-image to others
  - \_\_\_\_\_ analyzing
  - \_\_\_\_\_ developing evaluation strategies
  - \_\_\_\_\_ testing validity of data
  - \_\_\_\_ designing an experiment or model
  - \_\_\_\_\_ formulating questions
- \_\_\_\_ making conclusions
- \_\_\_\_ conceptualizing
- \_\_\_\_\_ observing and discovering
- \_\_\_\_\_ defining needs
- \_\_\_\_ investing
- \_\_\_\_\_ ensuring timeliness of payments
- \_\_\_\_\_ fundraising
- \_\_\_\_ calculating
  - \_\_\_\_ projecting
  - \_\_\_\_\_ providing support for others
- \_\_\_\_ motivating
- \_\_\_\_\_ sharing credit
- \_\_\_\_ helping others

- \_\_\_ counseling
- collaboration
- \_\_\_\_ being patient
- interacting effectively with peers,
- superiors, and subordinates
- persuading others
- being willing to take risks

#### **Survival at Work**

- implementing decisions
- \_\_\_\_ cooperation
- \_\_\_\_ enforcing policies
- \_\_\_\_\_ being punctual
- \_\_\_\_ managing time and stress
- attending to detail
- \_\_\_\_\_ working effectively under pressure
- taking initiative in job-related duties
- discerning appropriate behaviors for
- the workplace
- \_\_\_\_ meeting goals

- teaching/instructing others
- keeping a group "on track"
- \_\_\_\_ demonstrating effective social behavior
- perceiving feelings and situations
  - working with diversity or multi-cultural issues
- providing help
- accepting responsibility
- \_\_\_\_\_ setting and meeting deadlines
- \_\_\_\_\_ organizing
- making decisions
- \_\_\_\_\_ seeking opportunities for professional development
- evaluating personal and professional
  - strengths and weakness

#### **Organization/Management/Leadership/Decision Making**

- initiating new ideas and tasks
- \_\_\_\_ handling details
- coordinating tasks
- \_\_\_\_ coaching/mentoring
- counseling
- \_\_\_\_ managing conflict
- motivating and leading people
- \_\_\_\_ organizing people/tasks to achieve
- a specific goal
- following up with others to evaluate progress
- \_\_\_\_ conducting meetings
- \_\_\_\_\_ giving praise and credit to others
- for a job well done
- solving problems/mediating
- taking risks

#### **Critical Thinking/Problem Solving**

- anticipating problems before they occur
- \_\_\_\_\_ defining problems and identifying possible causes
- \_\_\_\_\_ identifying possible solutions and selecting the most appropriate ones
- \_\_\_\_\_ creating innovative solutions to complex problems
- \_\_\_\_\_ involving group members to evaluate solutions
- \_\_\_\_ developing plans to implement solutions
- multi-tasking

Adapted from Missouri State Career Center

Transferable skills are skills that you develop and use throughout your life in work and non-work situations that can be easily transferred and adapted from one role to another.

- implementing sound decisions
- \_\_\_\_ managing groups
- delegating responsibility
- \_\_\_\_\_ teaching/instructing
- promoting change
- \_\_\_\_ selling ideas or products
- making decisions with others
- \_\_\_\_\_ analyzing tasks
- \_\_\_\_\_ identifying people who can contribute
- to solutions of problems or tasks
- \_\_\_\_\_ facilitating brainstorming activities
- \_\_\_\_\_ developing goals for an organization
- prioritizing tasks
- encouraging and inspiring

#### \_\_\_\_ negotiating agreements

\_\_\_\_\_ taking responsibility for decisions

## LET'S MAKE A PLAN TO DEVELOP YOUR SKILLS!

Use this checklist to start brainstorming about which skills you would like to develop, improve and/or learn. Then list top three skills that <u>you want to develop</u> and explain <u>how you plan to develop</u> each skill.

#### #Skill 1:

Plan for developing the skill:

#### #Skill 2:

Plan for developing the skill:

#### #Skill 3:

Plan for developing the skill:

#### Achievements

represent moments when you took action to address a problem or situation. They demonstrate your abilities, skills, and etc.

## LET'S FIND OUT MORE ABOUT YOURSELF!

#### WHAT I DO OUT OF UNIVERSITY

Things I do at home:

Activities I do at leisure time:

Things I do for the society:

#### **MY ACCOMPLISHMENTS**

Three things I'm proud of doing at university:

Three things I'm proud of doing out of university:

1.

1.

2.

3.

- 2.
- ۷.
- 3.

### ACHIEVEMENT INVENTORY

Use the template below to list two activities that you consider as accomplishments or achievements in your life.

DESCRIBE THE ACHIEVEMENT	WHY YOU ARE PROUD OF THIS ACHIEVEMENT	LIST OF SKILLS USED
#1		
#2		

#### How can you use these skills in the career you want to pursue?

## **DISCOVER YOUR INTERESTS!**

This activity will help you think about work related tasks and your current interests. As you experience life and work place opportunities offered through your university, your interests may be more intense and can change.

Look at each task and ask yourself these questions:	1
Does this appeal to me?	
Is it something I would enjoy doing everyday?	1
Do I want to learn more about occupations that do this kind of work?	- i

- 5= Like very much
- 4= Like
- 3= Not sure
- 2= Dislike
- 1= Dislike very much

#### 1

- \_\_\_\_ Design, build, or remodel homes
- \_\_\_\_ Survey roads, property lines, and bridges
- \_\_\_\_ Build roads or bridges
- \_\_\_\_ Install electrical wiring in a building
- \_\_\_\_ Install plumbing and bathroom pipes
- \_\_\_\_ Total

#### 2

- \_\_\_\_ Write stories or plays
- \_\_\_\_ Broadcast programs on TV or radio
- \_\_\_\_ Design a web page
- \_\_\_\_ Play in a band, orchestra, or music group
- Operate equipment used in radio and TV
- \_\_\_\_ Total

#### 3

- \_\_\_\_ Type or write reports
- Prepare tax records for people or companies
- Manage a store
- Work with computers
- Answer the telephone and greet customers
- \_\_\_\_ Total
- 4
- \_\_\_\_\_ Teach students to read
- \_\_\_\_ Take care of young children
- \_\_\_\_ Research test data
- \_\_\_\_ Coach a team
- \_\_\_\_ Total

#### 5

- \_\_\_\_ Keep track of money
- \_\_\_\_\_ Sell insurance to people
- \_\_\_\_ Manage a bank department
- Prepare financial records for people
  - or companies
- \_\_\_\_ Help people invest their money
- \_\_\_\_ Total

#### 6

- \_\_\_\_ Plan a skate park
- \_\_\_\_ Direct a social service agency
- \_\_\_\_ Participate in fund raisers
- \_\_\_\_ Make regulations to protect the environment
- \_\_\_\_ Develop bills to become laws
- \_\_\_\_ Total

#### 7

- \_\_\_\_ Examine people and give them medical treatment
- \_\_\_\_ Give first aid to patients in an ambulance
- \_\_\_\_ Help an injured person learn to walk again
- Process medical records and correspondence
  Read an X-ray
- Total

#### 8

- \_\_\_\_ Escort groups of people on tours
- \_\_\_\_\_ Serve meals and beverages to people
- \_\_\_\_ Umpire or referee a sporting event
- \_\_\_\_ Plan and conduct activities and trips for tourists
- \_\_\_\_ Manage a hotel
- \_\_\_\_ Total

#### 9

- \_\_\_\_ Counsel people in hospitals, clinics, or schools
- \_\_\_\_ Help youth, couples, and families resolve conflict
- \_\_\_\_ Advise people about their nutritional needs
- \_\_\_ Hold parenting classes
- Plan activities for community centers
- \_\_\_\_ Total

#### 10

- Follow blueprints to inspect
- electronic equipment
- \_\_\_\_ Use computer applications to create reports
- \_\_\_\_ Repair computers
- \_\_\_\_ Design programs for computers
- \_\_\_\_ Write technical directions for
  - engineers
- \_\_\_\_ Total

#### 11

- Protect lives and property from hazards
- \_\_\_\_ Uncover details of a crime and arrest suspects
- \_\_\_\_ Study legal documents to find information
- \_\_\_\_ Guard money or valuables in an armored car
- \_\_\_\_ Defend someone in court and advise them about laws
- \_\_\_\_ Total

#### 12

- \_\_\_\_ Use small or large power tools to build or repair items
- \_\_\_\_ Use precision devices to make parts
- \_\_\_\_ Use machines to shape, cut, or mold metal, fabric or wood
- \_\_\_\_ Install electrical equipment
- \_\_\_\_ Build robots
- \_\_\_\_ Total

#### 13

- \_\_\_\_ Buy clothing and accessories for a department store
- Sell advertising space for a magazine
- Provide beauty treatments for hair, faces, or nails
- \_\_\_\_ Run your own business over the Internet
- \_\_\_\_ Sell houses or land
- \_\_\_\_ Total

#### 14

- \_\_\_\_ Conduct experiments in a lab
- \_\_\_\_ Use advanced math to solve complex problems
- Study causes of animal diseases
- Study space and the solar system
- Find alternate power sources
- \_\_\_\_ Total

#### 15

- \_\_\_\_ Drive a truck to deliver products
- \_\_\_\_ Pilot a ship or airplane
- \_\_\_\_ Drive a bus or taxi
- \_\_\_\_ Operate a train
- \_\_\_\_ Manage a distribution ware
- \_\_\_\_ Total

#### 16

- Climb tall heights to repair power lines
- \_\_\_\_ Install, maintain and repair systems while working outdoors
- \_\_\_\_ Determine the cause and prevention of power outages
- \_\_\_\_ Operate and control machines that generate power
- \_\_\_\_ Design and oversee the construction of a power plan
- \_\_\_\_ Total

Now total your score in each set of questions. Then find the career clusters that match the number on the checklist where you scored the highest!

#### FIND YOUR CAREER CLUSTER!

Careers that have something in common are grouped together. They may share similar job duties, skills, and industries.

#### 1. Architecture & Construction

Designing, managing, building, and maintaining the built environment.

# 2. Arts, Audio/Video Technology & Communications

Creating, exhibiting, performing, and publishing multimedia content.

#### 3. Business and Management

Organizing, directing, and evaluating functions essential to productive business operations.

#### 4. Educational Sciences

Providing education, training and related learning support services.

#### 5. Finance

Planning finances and investments; managing banking, insurance, and business finances.

#### 6. Government & Public Administration

Executing governmental functions at the local, state, and federal levels.

#### 7. Medicine and Health Sciences

Providing diagnostic and therapeutic services, health information, support services, and biotechnology research and development.

#### 8. Hospitality & Tourism

Managing restaurants and other food services, lodging, attractions, recreation events, and travel-related services.

#### 9. Human Support Services (Psychology, Counseling, etc.)

Providing services for families and individuals for psychological needs.

#### **10. Information Technology**

Designing, supporting, and managing hardware, software, multimedia, and systems integration.

#### **11. Legal Services**

Providing legal, public safety, protective, and homeland security services.

#### 12. Manufacturing

Processing materials into intermediate or final products.

#### 13. Marketing, Sales & Service

Performing marketing activities to reach organizational objectives.

# 14. Science, Technology, Engineering & Mathematics (STEM)

Performing scientific research and professional technical services.

#### **15. Transportation & Logistics**

Managing movement of people, materials, and goods by road, pipeline, air, rail, and water.

#### 16. Energy

Planning, managing and providing support and technical services related to the generation, transmission and distribution of various types of energy.

List your top three career cluster:
1.
2.
3.

Adapted from the University of Florida, Career Cruiser. Original worksheets available at http://www.fldoe.org/core/fileparse.php/7534/urlt/cruiser.pdf

# TIME TO ACT FOR YOUR CAREER!

Setting a career goal is about deciding where you want to head in your career. By setting goals, you are providing yourself a route that you can follow. It will help you take control of what happens to you now and in the future.

#### YOUR GOALS MUST BE S.M.A.R.T.

Goal	Example
<b>S = Specific.</b> The goal should be well defined and clear. What are you going to achieve?	"I will apply for five entry-level counseling jobs each week" instead of "I want a really good job and soon".
<b>M = Measurable.</b> Use numbers in your goal. How will you know when it is completed?	"I will make contact with five recruiters on LinkedIn" instead of "I will start looking for a job".
<b>A = Achievable.</b> The goal should be within reach. How are you going to achieve it?	"I will spend 30 minutes a day applying for jobs" instead of "I want to get a job by the end of the month".
<b>R = Realistic.</b> Be honest about reaching your goal. Can you do this in the time planned?	"I will aim to apply for entry-level roles" instead of "I want a high paying job".
<b>T = Time-based.</b> Take small steps to reach your goal. When are you going to do this?	"I will apply for five-entry level positions each week for the next month" instead of "I will get a job by the end of the month".

#### **MY FIRST GOAL**

MY GOAL:	THE REASON OF MY GOAL:
What to do to reach my goal: 1.	Deadlines:
2.	
3.	
Sources to use (money, time, tools, etc.):	
Date to reach my goal:	

#### GOAL 1#

THE SPECIFIC GOAL (Consider the 5 W's: who, what, where, why, when)	
<b>THE EXACT STEPS YOU'LL TAKE TO ACHIEVE IT</b> (What tools, skills, networking etc. do you need to achieve the goal?)	
THE TIMELINE FOR COMPLETING GOAL (When do you hope to accomplish each step within your goal. Write your deadlines in your calendar.)	
YOUR MEASURE FOR SUCCESS (How will you know you have successfully reached your goal?)	

#### GOAL 2#

<b>THE SPECIFIC GOAL</b> (Consider the 5 W's: who, what, where, why, when)	
THE EXACT STEPS YOU'LL TAKE TO ACHIEVE IT	
(What tools, skills, networking etc. do you need	
to achieve the goal?)	
THE TIMELINE FOR COMPLETING GOAL	
(When do you hope to accomplish each step	
within your goal. Write your deadlines in your	
calendar.)	
YOUR MEASURE FOR SUCCESS	
(How will you know you have successfully	
reached your goal?)	



# **MY PORTFOLIO**

#### TOP 5 VALUES IN RANK ORDER

#### TOP 5 WORK VALUES IN RANK ORDER

#### 5 **SKILLS** THAT I HAVE AND/OR WANT TO CONTINUE TO DEVELOP

#### 5 **INTERESTS** I WOULD LIKE TO CONTINUE OR BEGIN TO EXPLORE

#### MY CAREER CLUSTERS

# WISHING YOU TO DISCOVER THE EIGHTE COLOR IN YOUR CAREER BY EXPLORING YOURSELF

This booklet is designed to help our students to explore themselves and find their career motivations by Cansu Mat and Didem Yıldız.



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