



Career Kickstarter Worksheet

Step One - Build your ideal target

Goal: Identify your “ideal” next step so that you can align your actions to that target.

The “Magic Wand”



If you had a magic wand, could you describe your ideal next step in detail?

The Who- Consider you

- What are you passionate and curious about?
- What motivates you?
- How much of your day do you spend interacting with people vs. not?
- What are your non-negotiables?

The Where - Consider your ideal work environment

- What kind of company, leader, or environment do you see yourself working for/in?

The What - Describe what you do

- What do you want to do/see/create in this world?
- What would you do if you could do anything?
- What do you enjoy working on?
- What is the legacy you want to leave?

Summarize your career target here in a few sentences:



Step Two - Build your target company (or client) map

Goal: Connect your ideal career target to the ideal industry and regions you want to work in.

	Company	Decision Makers	Allies	Action
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				



Questions for reflection:

How will you hold yourself accountable?
What resources and support do you need?
Who can help you?

Step Three - Get your toolkit in top shape

Goal: Ensure your tools are as strong as possible and being used in the best, most strategic way to make you stand out from the competition.

Part 1: Know your “pitch”

Who you are <i>Role Descriptors & Skills</i>	What you’re about <i>Passions, motivations & interests</i>	The “so what” factor <i>What can you do for me?</i>

Part Two: The Checklist



Resume

	Showcase your personality
	Connect your interests to the company or industry of interest
	Show off your capabilities
	Appear reader-focused, pleasing to the eyes, and easy to understand
	Align with your ‘pitch’
	Take care of the basics

Online Branding

	Complete & up to date
	Authentic and accurate
	Personal but still professional (don’t forget to check your social handles and email addresses)
	Able to effectively showcase your talents
	Maximizing opportunities for engagement with your intended audience
	Google yourself! Would your ideal employer be excited to know you more?

Other Tools

	A portfolio or website with project samples
	Relevant volunteering experience

	Industry-relevant certifications
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Step Four - Tell people A.K.A. network!

Goal: Identify who you want to meet, how you can meet them, and the actions you need to take to make it happen.

What is your high-level networking goal?

I want to meet _____ people in the _____ industry by _____.

These are the actions I am committing to take (and by what date):

- 1.) _____
- 2.) _____
- 3.) _____

How will you hold yourself accountable?



Questions for reflection:

What is working in your networking to date?

What do you need to change in your networking (style, events, approach, etc.)?

What support do you need?