

## The 6 Steps to Your Ideal Career or Business!



- Other Career Options:
- Be Your Own Boss: Turning Experience into Free-Lance or Contracted Opportunities
  - Education & Training for a New Career

### **Step 2:**

## ***Designing Your Future: Developing an Effective Career Transition Plan***

## Step 2: Designing your Future: Developing an Effective Career Transition Plan

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## ***Developing an Effective Career Transition Plan***

To conduct an effective job search, you need to have a clearly defined Career Transition Plan, based upon an assessment of your interests, skills, experience, and ideal preferences. Answer **Yes** or **No** to the following questions to assess how well you know your preferences and your plans for the future.

<b>Considerations:</b>	<b>YES</b>	<b>NO</b>
1. Have you identified the strengths that you have that you could cultivate to transition into a new job or career opportunity?		
2. Have you thought about and written down your "ideal preferences" for a new job or career?		
3. Have you envisioned the type of job or career that you would like to have 5 years from now?		
4. Have you considered short-term job or career options that could help you create a smooth transition into your longer-term career goals?		
5. Would you be able to effectively answer this question in an interview: "Where do you see yourself in 5 years?"		
6. Do you have a clearly defined and written plan of action to create smooth career transitions now and into the future?		
7. Are you considering enrolling in a training program or a degree program at a college or university to gain the skills necessary to transition into a new job or career?		
8. Do you know what types of training or educational programs would best suit you and match your "ideal preferences"?		

**Step 2:  
Designing Your Future: Developing an Effective Career Transition Plan**

## Questions to Consider when Exploring Free-lance, Contracted, or Entrepreneurial Opportunities:

Questions	Yes	No
<p>1. Do you have a product(s) which you have created and could sell to individuals or organizations as a short or long-term option to create cash flow?</p> <p style="padding-left: 20px;">a. If yes, list below the product(s) that you could sell to potential customers:</p>		
<p>2. Do you have skill(s), talent(s), or specialized expertise/ experience(s) that you could offer as service(s) to individuals or organizations in order to create a short or long-term option for cash flow?</p> <p style="padding-left: 20px;">a. If yes, list below the specific service(s) that you could sell to potential clients/customers:</p>		
3. Are you self-directed and able to stay focused on implementing a plan that you have created?		
4. Are you able to be persistent and continue to implement a plan even in the face of obstacles?		
5. Would you feel comfortable setting a price for your product(s) or service(s) which more than covers the costs required to create and provide the product(s) or service(s)?		
6. Would you feel comfortable telling a client/customer how much you will charge for your product(s) or service(s)?		
7. Can you handle rejection (i.e., individuals or organizations saying that they don't want or need your products or services)?		
<p>8. Are you more interested in exploring opportunities to sell these product(s) or service(s) as a short-term cash flow option while you continue to seek full-time employment?</p> <p style="padding-left: 20px;">Or...</p> <p style="padding-left: 20px;">Are you more interested in building a successful, long-term entrepreneurial business?</p>		
9. Do you have enough resources (i.e., time, energy, and money) to get you started selling your product(s) and service(s) as a short-term cash flow option or a long-term entrepreneurial business?		

**If you answered "Yes" to a majority of the questions listed above, consider taking the Start Your Own Business Program offered by Susan McGraw, Career Success for Women & Youth ([CareerSuccessWomenYouth.com](http://CareerSuccessWomenYouth.com)).**

## Career Myths

10 common beliefs about career change which are prevalent in our society today. Indicate whether you believe that each of these statements is true or false.

True	False	Myth or Reality?
		1. You can't do something you love and make any money at it.
		2. You aren't really supposed to like your work; you just have to do it to make a living and have security.
		3. Work is what you do from 8 to 5 and then you live your real life.
		4. Work is what you do until age 65; then you retire and do what you love.
		5. Money is the most important factor in job satisfaction.
		6. If you change your career direction, you have to start at the bottom and not make any money until you work your way back up.
		7. The most important thing necessary for changing your career is a resume.
		8. Skills are not transferable from one industry to another.
		9. Career transition has to be a painful, traumatic, and anxiety provoking experience.
		10. If you take a risk and try something new, something terrible is likely to occur.

People spend their lives trying to:

- Have enough (money, resources, things) so that they can.....
- Do what they want (in terms of work or how they spend their time), because then they can.....
- Be happy.

To have a satisfying life you need to invert the formula. In other words you need to:

- Be who you are. Know your strengths and your purpose. By cultivating your strengths, you create the opportunity to...
- Do what you love and.....
- Have what you need.

Adapted from Eric Fromm, *To Have or To Be?*

## Building an Effective Career Transition Plan

### ***Avoid the Shot Gun Approach:***

Individuals in transition can waste hundreds of hours using a shot gun approach to their job search. They develop a resume that is not designed to target any particular job, occupation, or industry, and then blast it out to dozens of internet websites or classified ads, hoping that something sticks! When they don't receive any response, they assume that there just aren't any jobs out there.

### ***Benefits of Developing an Effective Career Transition Plan:***

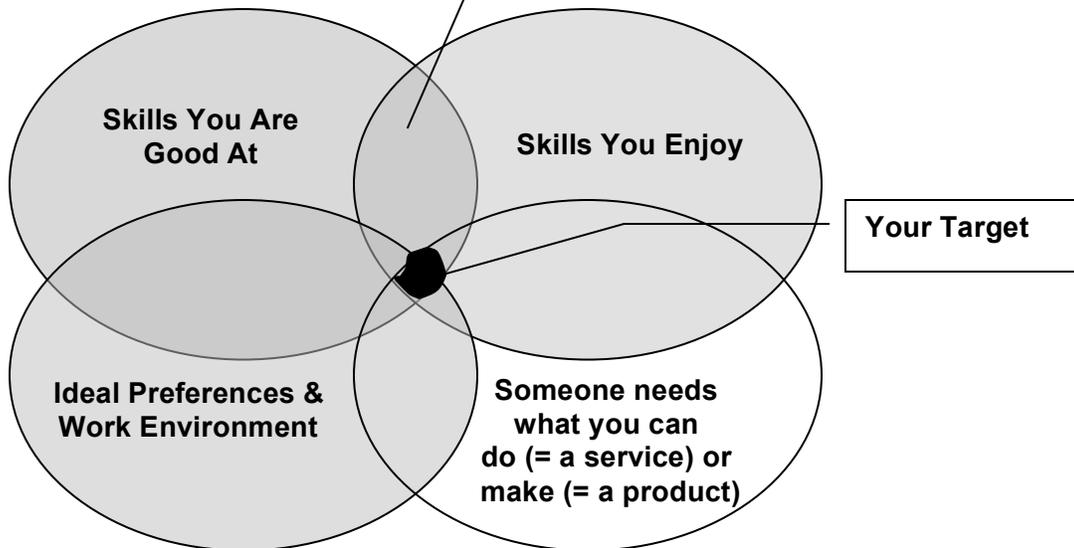
By developing an effective Career Transition Plan, you can use your time productively by being very clear about what type of situation you are looking for and using the most effective job search strategies to locate, apply for, and land one of those opportunities.

### ***Define Your Long-Term Ideal Preferences First:***

For individuals in transition, the goal is to start by exploring long-term options first, defining your ideal preferences, which are the key elements that are most important to you in your personal and work life. By defining your long-term ideal preferences first, you will be able to evaluate current job, career, occupation, or industry options to determine how well they line up with your preferences. The resulting Career Transition Plan will provide you with a road map of how to explore those options and make choices which will have the greatest chance of creating satisfaction for you.

# Cultivate Your Uniqueness

Skills You Are Good At and Enjoy (Strengths)



## ***Cultivate Your Uniqueness:***

When considering your short and long-term career options, you want to focus on cultivating your uniqueness. This is a result of the intersection between four variables:

1. Skills that you are good at,
2. Skills that you enjoy,
3. Your ideal preferences and....
4. A need that an employer has that you can uniquely fill.

Often individuals base their career plans on skills which they are good at, but don't necessarily enjoy. For example, you might be exceptional at balancing large budgets and tracking discrepancies, but really hate doing it. On the other hand, you might really love music, but not be able to skillfully play the piano. Ideally, you want to identify the skills that you are good at and most enjoy (your strengths) and look for ways to cultivate them as you explore short and long-term career options.

Once you have identified your strengths, you want to clarify your ideal preferences related to your work environment. For example, if accounting is your strength, whether you are happy with your accounting job will depend upon how much you enjoy the work environment in which you use your accounting skills. Some people may enjoy a large CPA firm, others a small, entrepreneurial company, still others a non-profit organization.

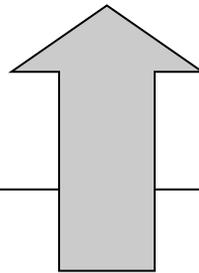
Once you have defined your strengths and ideal preferences, you can identify current and emerging trends for job and career opportunities in the marketplace. For example, if you are good at managing technology departments for your work and love singing with the Choral Union as a hobby, perhaps you can explore opportunities to manage technology services for organizations in the music industry. Someone who has been selling medical equipment, but loves playing golf, may want to transfer their sales skills to the sporting goods industry.

# Transitioning Into Your Ideal Job, Career, or Business

## Ideal Job, Career, or Business Preferences

- **Big Picture** of What You Might Enjoy
- Preferred Strengths, Interests, Values
- Work Environment Preferences

Long-Term



**Option 1, Enhancing Skills:**  
Education,  
seminars, training

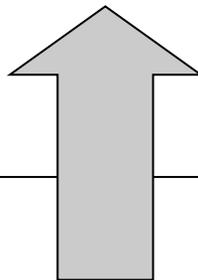
**Option 2, Building Relationships:**  
Associations,  
contacts, networks

**Option 3, Gaining Experience:**  
Volunteer  
opportunities

**Option 4, Creating Cash:**  
PT job, free-lance,  
contracted, self-  
employment

**Option 5, Short or Long-Term Position:**  
Full-time job

Short-Term



## Current Situation:

- What You Enjoy
- Strengths, Interests, Values
- Work Environment

## Developing Your Career Transition Plan

There are several things to do to build an effective Career Transition Plan:

- ♦ **First:** Envision your future in the long-term (2 to 5 years) and define your ideal preferences (i.e., the puzzle pieces that you can shift around when considering various job/career opportunities).
- ♦ **Second:** Evaluate your current situation (i.e., compare which elements of your current or previous experiences match your preferences).
- ♦ **Third:** Determine what options you want to explore in the short term which will support you in enhancing your skills, building relationships, gaining experience, creating cash flow, and/or obtaining short or long-term employment while moving you closer to your ideal preferences.

There isn't a right or wrong path, right or wrong career choice, to get you to where you want to be in the long-term. All experience is valuable, builds on itself and broadens the foundation for future professional development. The following worksheets provide an opportunity for you to define your ideal preferences for the long-term (i.e., the most important puzzle pieces).

### Personal Career Profile: Defining Your Ideal Preferences for the Future

The worksheets on the following pages are designed to be thought provokers, things for you to consider when exploring job or career options. Complete the worksheets, then compile your **Personal Career Profile**, a short summary detailing your preferences for your ideal job or career including:

- ♦ **The Big Picture of What You Might Enjoy:**
  - Personal Accomplishments (i.e., Your Bucket List)
  - Key Elements of Your Ideal Day (Work, Play)
- ♦ **Preferred Strengths, Interests, Values**
- ♦ **Ideal Work Environment:**
  - Enjoyable Aspects of Work Experience
  - Industries You Might Enjoy
  - Tangible Elements of the Ideal Environment
  - Work-style Considerations

**I. The *Big Picture* of What You Might Enjoy in Your Life**

**A. Personal Bucket List:**

What have you done or achieved so far, in your life, that you are happy about or which makes you feel proud?

What would you still like to do or accomplish?

How do you want to be remembered?

**I. The *Big Picture* of What You Might Enjoy in Your Life**

**B. Your Ideal Work Day:**

How would you describe your ideal work day from start to finish, morning until night (include what you wear, where you go, who you see, what you do)?

How does this compare to a typical work day in your current or previous job?

**I. The *Big Picture* of What You Might Enjoy in Your Life**

**C. Your Ideal Play Day:**

How would you describe your ideal play day from start to finish, morning until night (include what you wear, where you go, who you see, what you do)?

How does this compare to a typical play day currently?

## I. The *Big Picture* of What You Might Enjoy in Your Life

### D. Assess the *Big Picture* for Clues about What You Might Enjoy in Your Work:

Now that you have described your bucket list, ideal work day, and ideal play day, take a few moments to examine them from a couple of different perspectives.

***Are there any items on your Bucket List which could provide some clues about the type of job, career, or business that you may want to target?***

#### ***Which was easier to complete, your Ideal Work or Ideal Play Day?***

- ♦ Did you have an easier time describing the ideal play vs. ideal work day?
- ♦ Some people find it easier to imagine the ideal play day than the ideal work day, particularly if they haven't been too happy with their current or recent work assignments. If it is too difficult to imagine the ideal now, think in terms of 2 to 5 years from now.

***Go back and underline (or highlight) anything in the descriptions that you have already experienced in your work or at play.***

- ♦ Most people see that a good portion of their ideal descriptions are already happening, but they haven't been consciously aware of it.
- ♦ Recognizing the elements that already exist is valuable, because the focus then turns to expanding on those ideal components, rather than feeling like you are starting from the beginning.

#### ***What clues do your descriptions give you regarding your ideal environment?***

- ♦ Notice what you are wearing.
- ♦ How do you spend your day?
- ♦ What are you doing?
- ♦ With whom are you interacting?
- ♦ What skills and interests are you cultivating?

#### ***Compare your ideal work day to your ideal play day.***

- ♦ How similar are they? Look for common themes. Ideally, they shouldn't be that different. For example, creativity. Perhaps creativity at work is expressed as "designing a new database" and at home, it is expressed as "landscaping and gardening."

The goal of this process is to detail the elements of the environment which are important to you so that you can identify jobs, careers, companies, or industries that might be a good fit for your uniqueness.

## II. Strengths, Interests, and Work Values

### A. Work Strengths:

In your most recent job, what percentage of the day did you spend doing the part of the job you most enjoyed and did well (i.e., your strengths)?

Describe the job functions or skills that you most enjoyed and did well (i.e., your strengths)?

Just to get your thoughts going, here are a few examples of the types of skills that you might have enjoyed:

- **Administration:**
  - Follow-through: Carry out, execute, persist, persevere, bring to closure, obtain results, complete, implement, maintain, track, verify
  - Leadership: Lead, show, advise, assert, judge, govern, decide, build teams
  - Management: Control, direct, supervise, delegate, budget
  - Planning: Set goals, forecast, strategize, develop schedules
  - Systematize: Organize, coordinate, develop procedures, improve, schedule, simplify, streamline, structure
- **Analysis:**
  - Evaluate: Research, analyze, compare, correlate, derive, differentiate, identify, revise
  - Interpret: Explain, understand, portray, represent
  - Observe: Sense, perceive, test, measure, investigate, study, inspect
  - Problem-solve: Solve, trouble-shoot, improve, critique, re-direct, design
- **Communication & Service to People:**
  - Empathy: Empathize, listen and counsel constructively, rehabilitate
  - Negotiate: Mediate, arbitrate, intervene, resolve conflict
  - Persuade: Convince, teach, train, inspire, influence, motivate, recommend, sell
  - Present: Write, speak, publicize, communicate clearly and effectively, translate
  - Serve: Provide, treat, assist, care for
  - Sympathize: Console, help others, inform, be friendly and attentive
- **Creativity:**
  - Artistry: Create, draw, sketch, sculpt, write, perform with originality
  - Imagination: Visualize, conceptualize, fantasize, conceive, design, improvise
  - Innovation: Invent, adapt, develop, devise, originate, transform
  - Perform: Play, act, dance, use musical instruments
  - Synthesis: Bring together with imagination, edit, formulate, summarize, unify
- **Physical Action:**
  - Install: Fit, customize, adapt, test
  - Make: Build, prepare, assemble, set up
  - Maintain: Repair, fix, tinker, re-build, service
  - Operate: Run, control, utilize, drive, deliver, program
  - Order: Count, record, file, compile, purchase
  - Sports: Compete in physical activities

## II. Strengths, Interests, and Work Values

### B. Personal Interests:

**Directions:** What are your favorite things? List at least 10 things that you enjoy doing. These can be hobbies, activities, or anything that excites you.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

**List your top five personal interests:**

- 1.
- 2.
- 3.
- 4.
- 5.

***Do your interests provide some clues to industries, products, or services that you might enjoy?*** (For example: If you like to garden, you might enjoy working in a landscape company, nursery, or flower shop. If you like sports, you might enjoy working for a sporting goods company or a Parks and Recreation Department. If you like taking care of children, you might enjoy working for a day care center, healthcare clinic, or a school.) ***List industries, products, or services that you might enjoy based upon your interests:***

## II. Strengths, Interests, and Work Values

### C. Work Values:

**Directions:** Think of yourself in a work situation. What is important to you? Pick the top 5 values that are most important to you at work.

\_\_\_\_\_ **Security:** to have freedom from worry; to have safety and certainty.

\_\_\_\_\_ **Status:** to be regarded highly in the eyes of others.

\_\_\_\_\_ **Compensation:** to receive value or pay for services rendered.

\_\_\_\_\_ **Achievement:** to accomplish desired objectives; master tasks and projects.

\_\_\_\_\_ **Advancement:** to improve; progress.

\_\_\_\_\_ **Affiliation:** to associate with like-minded individuals, fellow workers or associates.

\_\_\_\_\_ **Recognition:** to receive special attention for individual or team effort.

\_\_\_\_\_ **Leadership:** the ability to direct and manage other people; to make decisions.

\_\_\_\_\_ **Independence:** to have freedom from the direction of others.

\_\_\_\_\_ **Altruism:** to show concern for the welfare of others.

\_\_\_\_\_ **Creativity:** to be innovative and to make new combinations; to express yourself through art, music, writing, etc.

\_\_\_\_\_ **Ethical Harmony:** to recognize the importance of reinforcing moral values.

\_\_\_\_\_ **Intellectual Stimulation:** to enjoy problem solving which results from rational logic & analysis; promote thinking.

\_\_\_\_\_ **Variety:** to enjoy a diversity of activities, tasks, and people.

\_\_\_\_\_ **Aesthetic Harmony:** to desire beauty in the work and home setting.

\_\_\_\_\_ **Others:**

**List your top five values:**

- 1.
- 2.
- 3.
- 4.
- 5.

### III. Ideal Work Environment

#### A. Enjoyable Aspects of Work Experience:

**Directions:** Think about your past work experience. For each job or business that you've had, indicate the type of experience, enjoyable aspects, and unenjoyable aspects of each experience.

Type of Work Experience	Enjoyable Aspects	Unenjoyable Aspects

#### B. Industries, Products, or Services:

In what industries have you already worked?

What industries, products, or services might be of interest to you?

### III. Ideal Work Environment

#### C. Tangible Elements of the Work Environment:

**Directions:** Put a  in the column to the left of each factor that is important to you. Then indicate, below each factor, any specific information about that factor which will help clarify it for you.

	Geographic location/length of commute:
	Amount and type of travel:
	Size of organization/number of employees:
	Service or product oriented:
	Publicly or privately held:
	Ideal work space:
	Compensation: Base salary, commission, bonus, incentives, etc.
	Tangible Benefits: Medical and life insurance, investment opportunities, stocks, profit sharing, training/educational opportunities, tuition reimbursement, company car, expense account, special fringe benefits, etc. .
	Types of colleagues, co-workers, team members, customers you enjoy interacting with:
	Amount and type of employee-oriented social activities:

### III. Ideal Work Environment

#### D. Work-style Considerations:

Do you prefer to have a great deal of autonomy or enjoy working closely with people on a team?

What level of responsibility and authority do you enjoy?

How much decision-making power do you prefer?

Do you prefer to have supervisory and/or managerial responsibilities or be an individual contributor?

Do you prefer a position in a factory/warehouse/production environment, office setting, specialized environments (i.e., hospital, laboratory, research & development facility, etc.), outside (i.e., construction, landscaping, etc.), or on the go (i.e., trucking, sales, mobile office, etc.)?

Do you prefer a structured environment or a flexible, more spontaneous environment?

Do you prefer a highly stimulating environment or an environment which provides the opportunity for focused concentration?

Do you prefer having opportunities to be creative and innovative in order to do something new and different or do you prefer to carry out established procedures and maintain existing systems?

Do you prefer a structured work schedule, flexible hours, or set your own schedule depending upon the work requirements at the moment?

How could your work life be designed to most effectively complement your lifestyle?

## Personal Career Profile (i.e., Ideal Preferences Summary)

**Directions:** In reviewing your responses, from the previous page, summarize the most important components from each section below.

### I. The *Big Picture* of What You Might Enjoy in Your Life:

#### A. Things Still to Accomplish from your Bucket List (page 10):

#### B. Key Elements of Your Ideal Work Day (page 11):

#### C. Key Elements of Your Ideal Play Day (page 12):

### II. Strengths, Interests, Values:

#### A. Top Work Strengths (page 14):

- 1.
- 2.
- 3.
- 4.
- 5.

#### B. Top Personal Interests (page 15):

- 1.
- 2.
- 3.
- 4.
- 5.

#### C. Top Work Values (page 16):

- 1.
- 2.
- 3.
- 4.
- 5.

## **Personal Career Profile (i.e., “Ideal Preferences”, continued)**

**Directions:** In reviewing your responses from the previous pages, summarize the most important components from each section below.

### **III. Ideal Work Environment:**

**A. Enjoyable Aspects of Your Work History (page 17):**

**B. Industries, Products, or Services in Which You Might be Interested (page 17):**

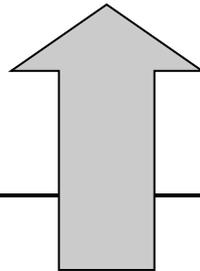
**C. Most Important Tangible Elements of the Work Environment (page 18):**

**D. Preferred Work-Style Considerations (page 19):**

# Transitioning Into Your Ideal Job, Career, or Business

## Ideal Job, Career, or Business Preferences

- **Big Picture** of What You Might Enjoy
- Preferred Strengths, Interests, Values
- Work Environment Preferences



Long-Term

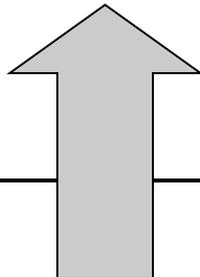
**Option 1,  
Enhancing Skills:**  
Education,  
seminars, training

**Option 2,  
Building  
Relationships:**  
Associations,  
contacts, networks

**Option 3,  
Gaining  
Experience:**  
Volunteer  
opportunities

**Option 4,  
Creating Cash:**  
PT job, free-lance,  
contracted, self-  
employment

**Option 5,  
Short or Long-  
Term Position:**  
Full-time job



Short-Term

## Current Situation:

- What You Enjoy
- Strengths, Interests, Values
- Work Environment

## Comparing Your Current Situation to Your Personal Career Profile

### **Current Situation vs. Personal Career Profile (i.e., Summary of Ideal Preferences):**

Your Personal Career Profile (on pages 20 and 21) gives you a short summary of your most important ideal preferences. Refer to this Profile when considering new jobs, careers, occupations, or training opportunities.

Now that you have identified your ideal preferences, the next step is to compare these to your current situation. How does your current situation match your preferences and what options will help you get closer to your goals?

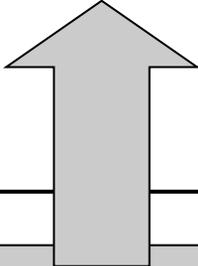
**What elements of your current or previous job(s) matched your ideal preferences?**

**Which of your ideal preferences are/were missing from your current or previous job(s)? Could any of the missing elements give you some clues to help you target companies, organizations, or industries that might fit with your preferences?**

# Transitioning Into Your Ideal Job, Career, or Business

**Ideal Job, Career, or Business Preferences**

- **Big Picture** of What You Might Enjoy
- Preferred Strengths, Interests, Values
- Work Environment Preferences



Long-Term

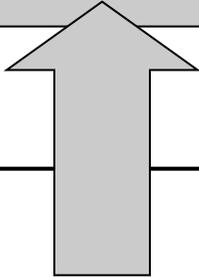
Option 1, **Enhancing Skills:**  
Education, seminars, training

Option 2, **Building Relationships:**  
Associations, contacts, networks

Option 3, **Gaining Experience:**  
Volunteer opportunities

Option 4, **Creating Cash:**  
PT job, free-lance, contracted, self-employment

Option 5, **Short or Long-Term Position:**  
Full-time job



Short-Term

**Current Situation:**

- What You Enjoy
- Strengths, Interests, Values
- Work Environment

## Exploring Short – Term Career Options

### Job and/or Career Possibilities:

What types of jobs or careers might allow you to use the skills that you most enjoy and do well (i.e., your strengths)?

What types of jobs or careers might fit with your ideal preferences?

What industries might be suited to your ideal preferences?

### Skills, Education, Training:

What skills would you like to develop or enhance in order to either: 1) meet the requirements of a new job or career in the same field; 2) increase your satisfaction in a new job or career; or 3) transition into a new career or occupation more aligned with your “ideal preferences” and future goals?

What types of training/educational programs could assist you in cultivating these new skills or transitioning into an entirely new career or occupation?

What types of activities will support you in being a continuous, life-long learner?

### Building Relationships:

Which individuals in your life could serve as coaches or mentors to provide suggestions on ways to create a smooth career transition?

What organizations can you join which would assist you in building contacts and professional relationships (real world and online)?

## Career Transition Plan: Example (Just Starting a Career in Healthcare)

Based upon your evaluation of your ideal preferences and your assessment of your current situation, indicate which of the following options you will research and consider pursuing in the short term (now to 2 years) and the long-term (2 to 5 years). Provide a brief description of the options you plan to pursue.

Options	Short-term	Long-term
<b>Employment Options:</b>		
• Full-time Employment in Same Job/Same Industry:		
• Full-time Employment in Different Job/Same Industry:		
• Full-time Employment in Same Job/Different Industry:		
• Full-time Employment in Different Job/Different Industry: <i>Nurse, Social Worker, Health Educator</i>		X
<b>Cash Flow Options:</b>		
• Part-time Employment: <i>Peer Outreach Worker, Home Health Aide</i>	X	
• Free-lance or Contracted Employment:		
• Self-employment: <ul style="list-style-type: none"> <li>○ Home-based business:</li> <li>○ Professional services business: <i>Lawn Care</i></li> <li>○ Product manufacturing or distribution business:</li> <li>○ Product-oriented retail business (with storefront):</li> <li>○ Product-oriented mail-order business:</li> <li>○ Internet web-based product/service business:</li> </ul>	X	
<b>Enhancing Skills:</b>		
• Volunteer Opportunities: <i>Nurse's Aide, Peer Counselor at Teen Health Center</i>	X	
• Workshops/Seminars:		
• Vocational or Certificate Training Program(s) for a New Job/Career: <i>Licensed Practical Nurse, Licensed Vocational Nurse</i>	X	
• College/University Degree for a New Job/Career: <i>Registered Nurse, Clinical Social Worker, Health Educator</i>		X
<b>Building Relationships:</b>		
• Coaches or mentors: <i>Career Coach; friend who is also interested in Health &amp; Human Services</i>	X	
• Organizations/groups to expand your network:		

## Career Transition Plan: Example (Experienced Professional Transitioning from Manufacturing to Healthcare)

Based upon your evaluation of your ideal preferences and your assessment of your current situation, indicate which of the following options you will research and consider pursuing in the short term (now to 2 years) and the long-term (2 to 5 years). Provide a brief description of the options you plan to pursue.

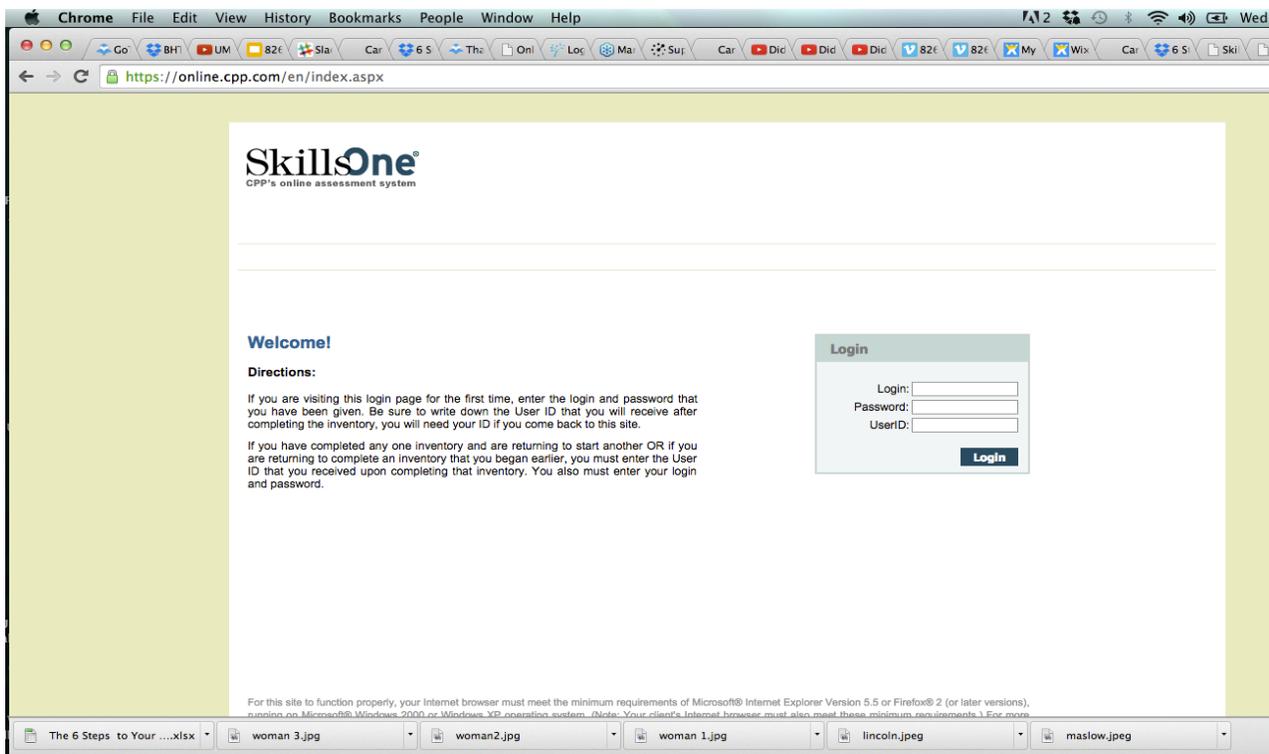
Options	Previous Job: Purchasing/Manufacturing	Short-term	Long-term
<b>Employment Options:</b>			
• Full-time Employment in Similar Job/Same Industry:			
• Full-time Employment in Different Job/Same Industry: <b>Sales/Manufacturing</b>		X	
• Full-time Employment in Similar Job/Different Industry: <b>Purchasing/Healthcare</b>			X
• Full-time Employment in Different Job/Different Industry: <b>Sales/Healthcare</b>			X
<b>Cash Flow Options:</b>			
• Part-time Employment:			
• Free-lance or Contracted Employment:			
• Self-employment: <ul style="list-style-type: none"> <li>○ Home-based business: <b>1) Mary Kay Cosmetics; 2) Jewelry Design &amp; Sale</b></li> <li>○ Professional services business:</li> <li>○ Product manufacturing or distribution business:</li> <li>○ Product-oriented retail business (with storefront):</li> <li>○ Product-oriented mail-order business:</li> <li>○ Internet web-based product/service business:</li> </ul>	X		
<b>Enhancing Skills:</b>			
• Volunteer Opportunities: <b>Volunteer at Hospital Store</b>		X	
• Workshops/Seminars: <b>Sales Techniques (Community College)</b>		X	
• Vocational or Certificate Training Program(s) for a New Job/Career: <b>Health Care Administration Certificate?</b>			X
• College/University Degree for a New Job/Career:			
<b>Building Relationships:</b>			
• Coaches or mentors: <b>Career Coach; friend who is a Health Care Administrator; friend who is a Pharmaceutical Sales Representative</b>		X	
• Organizations/groups to expand your network: <b>Linked In Healthcare Discussion Group</b>		X	

## Career Transition Plan:

Based upon your evaluation of your ideal preferences and your assessment of your current situation, indicate which of the following options you will research and consider pursuing in the short term (now to 2 years) and the long-term (2 to 5 years). Provide a brief description of the options you plan to pursue.

Options	Short-term	Long-term
<b>Employment Options:</b>		
• Full-time Employment in Same Job/Same Industry:		
• Full-time Employment in Different Job/Same Industry:		
• Full-time Employment in Same Job/Different Industry:		
• Full-time Employment in Different Job/Different Industry:		
<b>Cash Flow Options:</b>		
• Part-time Employment:		
• Free-lance or Contracted Employment:		
<ul style="list-style-type: none"> <li>• Self-employment:               <ul style="list-style-type: none"> <li>○ Home-based business:</li> <li>○ Professional services business:</li> <li>○ Product manufacturing or distribution business:</li> <li>○ Product-oriented retail business (with storefront):</li> <li>○ Product-oriented mail-order business:</li> <li>○ Internet web-based product/service business:</li> </ul> </li> </ul>		
<b>Enhancing Skills:</b>		
• Volunteer Opportunities:		
• Workshops/Seminars:		
• Vocational or Certificate Training Program(s) for a New Job/Career:		
• College/University Degree for a New Job/Career:		
<b>Building Relationships:</b>		
• Coaches or mentors:		
• Organizations/groups to expand your network:		

# Self-Assessments to complete prior to Session #3



## Myers Briggs Type Indicator (personal style preferences)

**Go to:** <https://online.cpp.com>

**Client Login:** FutureSuccess

**Client Password:** CareerSuccess2015

You should not spend too much time ruminating over each question, simply "go with your gut reaction!" Some questions may seem redundant, but that is deliberate, so don't get frustrated about answering something more than once! It should take about 15 to 20 minutes to complete.

When you complete the assessment, you will be given a unique user ID. Please write this user ID number down in a separate location so that you can return to the assessment at a later time, if desired. If you need to stop prior to completing the assessment, you can use this unique user ID, along with the Client Login and Client Password above to return at a later time and finish it!

After completing the assessment and prior to the next session, you will receive two reports by email, in pdf format, customized to reflect the results of your personal assessment. **Report #1:**  
**Myers-Briggs Type Indicator Personal Impact Report**  
**Report #2: Myers-Briggs Type Indicator Career Report**



## Sign In to I Have A Plan Iowa™

### SIGN IN TO YOUR ACCOUNT

Account name:

Password:

**SIGN IN** >>>

[Forgot your account name or password?](#)

### TO ACCESS THIS TOOL YOU ARE REQUIRED TO SIGN IN

IHaveAPlanIowa™ can help you with your career and college planning. When you create your account and sign in the system will:

- Show you tools and resources that are appropriate to your grade or stage of life;
- Save your work so you can return and pick up where you left off;
- Provide you with a lifelong portfolio to help with future career transitions;
- Make suggestions based on your previous work.

[Create an Account](#)

**I Have a Plan Iowa**  
<http://IHaveAPlanIowa.gov>

Utilize the great tools and resources at *I Have a Plan Iowa* to assess interests, work values, basic skills, transferable skills, career clusters, and career interest areas.

#### Steps:

1. "Create an Account"
2. "Sign in to your Account"
3. Select "Learn About Yourself" from top left menu.

## Learn About Yourself

You can learn about yourself in many different ways. Explore how you are matches with careers by using one or all of the career assessments listed below.

### INTEREST PROFILER

Figure out what interests you have and match them to careers.

Duration:  10-20 minutes

You've completed the Interest Profiler

► [Interest Profiler](#)

### WORK VALUES SORTER

Find your work values and match them to career options.

Duration:  5-15 minutes

► [Work Values Sorter](#)

### BASIC SKILLS SURVEY

Find out what careers require your basic skills.

Duration:  10-15 minutes

► [Basic Skills Survey](#)

### TRANSFERABLE SKILLS CHECKLIST

See how the skills you've learned can lead to new opportunities.

Duration:  30 minutes

You've completed the Transferable Skills Checklist

► [Transferable Skills Checklist](#)

### CAREER CLUSTER SURVEY

Find out which career cluster is right for you with this quick survey.

Duration:  15-25 minutes

► [Career Cluster Survey](#)

### THE CAREER KEY

Discover your career interest areas in a few quick steps.

Duration:  10-15 minutes

► [The Career Key](#)

**I Have a Plan Iowa**  
<http://IHaveaPlanIowa.gov>

**Complete as many of the assessments as you like and your time commitments allow!**

**We will explore the career options during our next session.**

**i have a plan IOWA**

Search:  Go

En español cuando disponible

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CAREER PLANNING OFF TO WORK COLLEGE PLANNING FINANCIAL AID PLANNING YOUR PORTFOLIO

Learn About Yourself Explore Careers Get a Job Voices

### Interest Profiler

Print This | E-mail This | PDF This

Start Questions Results Careers

**101 CAREERS MATCHING YOUR INTERESTS**

Your Top Interest Areas: Social, Enterprising

Didn't find the career you're looking for? Search for the career you're looking for, then see how it compares to your interests.

Search for:  Go

Career	Education Level	State Average Annual Earnings	Career Cluster	Interests
Actor	High school preferred, plus long term, on-the-job training	-	Arts, Audio-Video Technology and Communications	Artistic, Enterprising, Social
Administrative Law Judge, Adjudicator, and Hearing Officer	Bachelor's degree or higher, plus work experience	-	Law, Public Safety, Corrections and Security	Enterprising, Social
Administrative Services Manager	Bachelor's degree or higher, plus work experience	\$70,288	Business, Management and Administration	Enterprising, Conventional, Social
Advertising Sales Agent	High school (GED), plus on-the-job training	\$38,043	Marketing, Sales and Service	Enterprising, Social, Conventional

REFINE YOUR SEARCH

Combine your interests with earnings, education, and other characteristics in the Career Finder

Use these interests in the Career Finder

**Interest Profiler**

**I Have a Plan Iowa**  
 Skills, Interest, Values Assessments  
<http://www.IHaveaPlanIowa.gov>

**i have a plan IOWA**

Search:  Go

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Learn About Yourself Explore Careers Get a Job Voices

### Transferable Skills Checklist

Print This | E-mail This | PDF This

Start Checklist Results Careers

**356 CAREERS MATCH YOUR TRANSFERABLE SKILLS**

Review your transferable skills

These 2 careers match 11 of your transferable skills

Name	Education Level	State Average Annual Earnings	Career Cluster	Matching Skills
Principal	Master's degree	\$73,400	Education and Training	Compare Your Skills
Training and Development Manager	Bachelor's degree or higher, plus work experience	\$76,365	Business, Management and Administration	Compare Your Skills

These 1 careers match 11 of your transferable skills

Name	Education Level	State Average Annual Earnings	Career Cluster	Matching Skills
Industrial Production Manager	Bachelor's degree or higher, plus work experience	\$76,365	Business, Management and Administration	Compare Your Skills

WHAT NEXT?

You can combine your results with different assessment results, earnings and other characteristics in the Career Finder

**Transferable Skills Checklist**

**i have a plan IOWA**

Search:  Go

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Learn About Yourself Explore Careers Get a Job Voices

### Career Finder

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101 matches (after last selection)

Education

- Education Level
- Post-Secondary Programs
- School Subjects
- Apprenticeships

Money and Outlook

- Earnings
- Outlook

Skills

- Basic Skills
- Transferable Skills
- Workplace Skills

My Characteristics

- Interests
- Work Values
- Aptitudes

Career Facts

- Career Clusters
- Working Conditions
- Physical Demands
- Physical Abilities
- Work Hours and Travel
- Military
- Careers by Gender

You chose the following characteristics:

- Interests: Social, Enterprising

Didn't find the career you're looking for? Search for the career you're looking for, then see how it compares to the characteristics you've chosen.

Search for:  Go

101 careers match all of these characteristics

Career	Education Level	State Average Annual Earnings	Career Cluster	Compare your selections
Actor	High school preferred, plus long term, on-the-job training	-	Arts, Audio-Video Technology and Communications	Compare your selections
Administrative Law Judge, Adjudicator, and Hearing Officer	Bachelor's degree or higher, plus work experience	-	Law, Public Safety, Corrections and Security	Compare your selections
Administrative Services Manager	Bachelor's degree or higher, plus work experience	\$70,288	Business, Management and Administration	Compare your selections
Advertising Sales Agent	High school (GED), plus on-the-job training	\$38,043	Marketing, Sales and Service	Compare your selections
Agent/Manager of Artists, Performers, or Athletes	Bachelor's degree or higher, plus work experience	-	Business, Management and Administration	Compare your selections
Ambulance Driver/Attendant	High school preferred, plus moderate length, on-the-job training	\$21,892	Transportation, Distribution and Logistics	Compare your selections
Arbitrator, Mediator, and Conciliator	Bachelor's degree or higher, plus work experience	-	Human Services	Compare your selections

**Career Finder**