COACHING GUIDE MODULE 1
LESSON 2: ASSESSMENT

The exercises in **LESSON 2: ASSESSMENT** will help you answer the question, "What Do I Want". At the completion of this Lesson, you will have better clarity about many components important to you about your work. You will have insights and strong ideas about what you want, what you like and don't like, your core values and how they align with your work, and finally passion and purpose and the role they play for you now or in your next role or career move.

Use a notebook or journal to complete the exercises below and keep them all together in one place so you can refer to them throughout the lessons below and the entire series.

EXERCISE 1: PROS AND CONS

On a blank page, make two columns. In one column make a list of *at least* 25 things you love about your current job and all the jobs you have had in the past. Make sure to include a range of things like location, the qualities of the people you work for, the type or skill sets of the people you like to work with, what you actually did job wise or technically, the culture of the organization, the values of others around you, what you were encouraged to do and acknowledged for, where and how you felt most valued or the breadth of impact you made.

In the second column, make a list of *at least 25* things you do not like about your current job or other jobs you have held in the past. Make sure you consider a wide range of things. Examples might include industry, size of the organization, the life cycle stage of the company (start up, going public, merger or acquisition), how you were managed, what resources were not available to you as needed, ease of promotion or expanded role, salary status, or where you felt limited or held back.

Your lists can be as long as you want but there should be at least a minimum of 25 items in each column.

STOP: It is important to do this exercise before going on to the next one.

EXERCISE 2: WHAT I WANT

On a blank page, and taking into consideration your pros and cons list from the previous exercise, make a list of *at least 25* items you want as part of your work, job or role. Pretend I am waving a magic wand over you and giving you everything your heart desires with no limitations as you consider what you might put on your list. Your list can be as long as you want but there should be at least a minimum of 25 items on it. **STOP:** It is important to do this exercise before going on to the next one.

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EXERCISE 3: EDUCATION AND EXPERIENCE

On a separate page in your journal, write down your **education** no matter how far back you have to go to the time when you went to school for a degree, certificate, or any and all professional courses/programs/workshops you attended.

In a separate paragraph, make a list of your **work experience**. Include the things you were, or are now, currently really good at, as well as the things you've done even though you may not have loved them. You might want to refer to Lesson 1, where you listed your strengths as a reference point.

I am aware that this exercise might take time to complete. It is important to be as thorough as you are able because your education and your work experience will give you clues about your future direction and where you are meant to go next.

STOP: It is important to finish this exercise before going on to the next one.

EXERCISE 4: CORE VALUES

On a separate page, make a list of your top 5 core values. Core values are the things that are most important to you. Some people have two lists one for work and one for outside of work. Others have one all-encompassing list that combines all of who they are personally and professionally. I recommend **one list** that says it all for you. Core values are the foundational things that drive your happiness, feelings of success or failure, job satisfaction, and in the best sense, can be a guiding light for your actions and decisions. You can start with a longer list but you must whittle your list down to 5. Don't worry if something is really important to you and you don't have room on your list because your list already has 5 values on it. Just because 'community' isn't on your core values list doesn't mean it's not important to you; it just means the other things hold more weight. If you're having trouble coming up with a list, google "core values exercises" and walk yourself through the process. I like this particular website with 200 values to select from as a place to get yourself started. https://scottjeffrey.com/core-values-list/ Example: To give you an idea of what I want your list to look like, here is my list of 5: excellence, purpose driven, health, connection, elegance/beauty.

When you are done making your list, journal the answer to these two questions,
Question 1: In what ways do your top values align with your work and in your life?
Question 2: In what ways could your top values align better with your work and in your life?

STOP: It is important to finish this exercise before moving on to the next section.

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JOURNAL AND REFLECTIONS

Reflecting on what you learned from doing these exercises, journal your answers to the questions below. Remember journaling is more about writing stream of consciousness versus getting it right or making it sound pretty. Journaling is a process that unearths curiosity and wonder within us.

What top 3 observations do you have?
What patterns, if any, do you notice?
What specific things resonated most or seem right on target for you? And why?
What resonated least or seems less relevant for you? And why?
What are your biggest ahas or take-aways?
What did you learn about yourself that delighted you most?
What insights did you get about your passions or purpose?
What are 1-2 next steps you will take with this information you now have?

FOLLOW UP

If you want more help understanding what this all means and how it relates to where you are or where you're heading next, reach out to me at Wendy Capland, wcapland@visionquestconsulting.com to schedule a one hour 1:1 Coaching Session. Investment-$500.

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