

THE CAREER CLARITY WORKBOOK



SINEAD • KIERAN
CAREER DEVELOPMENT COACH

A practical self
guided workbook
to achieving
clarity, fulfilment,
direction and
overall success.



WWW.COACHINGBYSMK.COM

SINEAD.KIERAN@COACHINGBYSMK.COM

+353 87 901 8624



“

The sad news is nobody owes you a career. Your career is literally your business. You own it as a sole proprietor. You have one employee - yourself. You are in competition with millions of similar businesses, millions of other employees all over the world. You need to accept ownership of your career, your skills and the timing of your moves. It is your responsibility to protect this personal business of yours from harm and to position it to benefit from changes in the environment. Nobody else can do it for you”

- **by Andrew S Grove**
CHAIRMAN AND CEO OF INTEL



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Introduction to Coaching

This booklet has been designed for those that are feeling lost in the area of their career. For those of you that fear Monday, are feeling fed up, frustrated in work and are clueless about what to do with their career then read on, this booklet could hold the answer. The aim of this booklet is to help you stand back and think before jumping into application mode and starting the next job that you will probably 99.9% also be frustrated and unhappy with.

Its main focus is to give you a series of self guided exercises that support you in your career planning by helping you to understand more about yourself. Ultimately its aimed to help you work out what you actually want to do and not what your family, friends or society thinks you should be doing.

When you know “what” you want to do then you can jump into action & planning mode and nail down your “how”.

Check out www.coachingbysmk.com for your practical guide!



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Once we know where
WE want to go only then can
WE plan the journey and be happy
with the destination...

DISCLAIMER

Used correctly these activities could guide you to the perfect career path for you but only if used correctly. In other words, take your time, think, reflect and don't rush. Encourage yourself to think outside the box, think big, don't hold yourself back and don't allow any one else's opinions or views to come inside your head.
'This booklet does not guarantee a job' but it can help you on the road to your version of success.



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Sinead Kieran

...is a leading business and career coach and founder of Coaching by SMK. Sinead spent 18 years working with Fortune 500 companies, such as PayPal, Symantec, BBC, and Atos specialising in business optimisation, transformation and learning and development. Having discovered a natural aptitude and passion for coaching, Sinead qualified as an ICF accredited coach in 2013. Today Sinead provides professionals, business owners and entrepreneurs with tools, resources and personalised strategies to drive career, business, financial and personal growth. Thanks to her years of experience in professional training and facilitating, Sinead also tailors in-house programmes to meet organisations tactical needs and strategic goals.

Exercises

Complete Exercises 1-7



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1. Career Assessment

Instruction: Take some time away and answer the following questions. Answer with you in mind and no one else.

1. What business are you in? In other words, what talents, skills and competencies are you selling to the meet the needs of which targeted customers?

2. Where do you want your 'Career' to be in a year? Two years? Five years?

3. What are the challenges and obstacles which you need to overcome?

4. In order to maximise your career potential:

What must you do more of?
What must you do less of?
What must you develop?

5. What is your competitive edge or advantage?

6. What do you do better than others in your field?

7. What will you do to develop your career within your current company? How will you sell your strengths internally? Who in the company can help you with your plan?

8. How do you get onto projects or create your own work, lead your own projects?

9. Who is your competition within your company or externally? How are they different from you? What additional qualifications/experience do they have?

10. How do you notice and respond to changes in the work marketplace?

11. What (if any) health and fitness issues do you need to address?

12. Are there any forthcoming changes in your personal life? Where you live, domestic situation, personal responsibilities, you desire for more leisure, money etc.

2. Career Bliss

Instruction: Take some time away and answer the following questions. Answer with you in mind and no one else. Write down what comes to mind first, your gut reaction, your intuitive response upon immediately reading the question. Don't judge or censor what comes up in response to the questions, instead simply write the answers down and move on to the next one. Remember to explain that there are no right or wrong answers.

Once Completed, observe your answers. Dig deep and see where the potential connections and patterns are. The answers to this exercise will lead you to more self-awareness. Remember, every answer tells you something, even the blank responses are rich with information!

1. If you had the choice of doing any three jobs/careers in life without needing to have the necessary training or qualifications, you could simply start them now, what are the top three jobs/careers you would choose?
Rank them 1 to 3.



2. If you won 10 million Rand in the lotto and decided to continue to work in life, what type of work would you choose to do?



3. If you were told you had 1 year left to live, you would have perfect health up until the last day of living and you had to keep working, what work/career would you choose to do for this final year of your life?



4. Name the one career/job you would pursue in life if you were guaranteed to succeed at it?



5. Imagine you had access to a time machine that would allow you to go back in time only once. You could go back to a particular time where you could change things, or a decision you made, in relation to your career or education or training or work. When in your past would you return to and what change would you make? Why? Once done, having arrived back in the present what would be different about your life/career/you?



6. For the next 3 years if you could only use one of your motivating skills in whatever job you are doing, all of your other skills would be abandoned, which skill would you choose to keep for the three years?



3. Love / Hate

Instruction: Take some time away and answer the following questions. Answer with you in mind and no one else. Identify in the lefthand column things you hate about work and that make work unbearable. For example, you may have to deal with no parking facilities, slow technology, conflict, no opportunity for creativity, values, attitudes, etc. In the right hand column list the things you love about work. Once completed identify the top conditions for you. Put an asterisk (*) in this column beside the four items that are nonnegotiable. Remember these when applying for your next role!

What I hate at work is...	What I love at work is...

3. My Perfect Day at Work

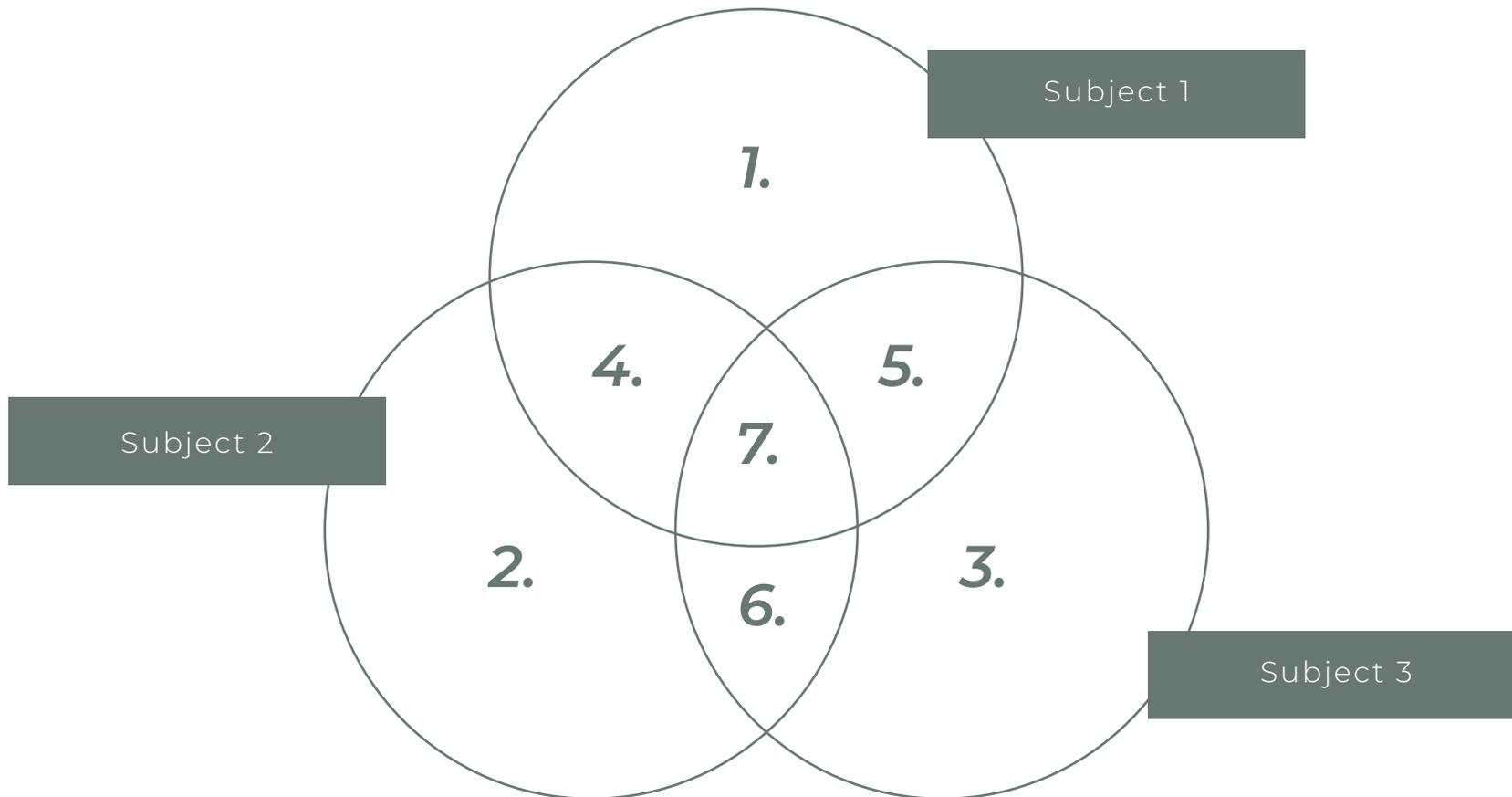
Instruction: Take some time away and answer the following questions. Answer with you in mind and no one else. Think big and wild, get creative, tap into your intuitive knowing about what is right for you. List the top 20 elements of your perfect work day. Where would you be? Would you be alone or with others? Who would you be with? What would you be doing? What would you be working with? How would you be working?.....Let your mind go wild with ideas and let yourself think completely outside the box ... this is a perfect work day, so no restrictions or barriers are allowed.

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

- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____
- 16. _____
- 17. _____
- 18. _____
- 19. _____
- 20. _____

3. My Perfect Day at Work

Instruction: Take some time away and answer the following questions. Answer with you in mind and no one else. Think big and wild, get creative, tap into your intuitive knowing about what is right for you. The result of this exercise will create career or work options not previously thought of and help those starting out in their career.



Find your sweet spot in section 7!

6. My Goal

Instruction: Write your goal in the box below in positive, present tense, first person language. For example:- “I am enjoying my work as a xxxx; working with people who pay me X Euro per session and who really appreciate my skills, professionalism and commitment to getting results’

Exercise:

Visualise yourself living this goal now and answer these questions:

1. What do you see yourself doing?
2. How do you look?
3. What do you see around you?
4. What do you hear around you?
5. What do you hear yourself saying?
6. What do you hear others saying? What are they saying to you? About you?
7. How do you feel in this work?
8. Where inside do you feel powerful and strong in this space? Describe it – location, colour, texture, shape, temperature
9. This is your goal alive inside, embrace it, feel it fully, welcome it into every cell of your body so that you vibrate fully with it. Sit with it and in it daily for several minutes.

7. Career Goal Action

Instruction: Write your goal in the box below and highlight the key actions / steps you are going to take to move you forward to achieving your goal and by when...

Exercise:

Date:

My career goal is:

Key Action steps/Objectives (with deadlines) to ensure I achieve this goal:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Reasons why I want this goal:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

My worst fears about doing this are:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Factors which will help me achieve this goal:

Factors which may hinder me achieving this goal:

Action I can take to enhance their impact:

Action I can take to reduce their impact:

My commitment to myself if:



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TAKE THAT FIRST STEP
TODAY



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