

Name: _____

Date: _____

Section: _____

Career Planning Module B Worksheet

Self Awareness: Your Interests, Skills, Values, Lifestyle

Part 1: Getting to Know Your Interests

Choice 1: ____ Choice 2: ____

If anyone was out shopping for a new car, would they want to choose from just four cars? Why or why not?

What was your **Top Career Pathway**? _____

Examples careers:

What three occupations listed interest you most?

1. _____
2. _____
3. _____

What other things (besides interest) would you want to know about occupations to help you make a decision of what you want to pursue?

The 6 Career Fields

Industrial,
Manufacturing and
Engineering Systems



Business, Marketing
and Management



Human Services
and Resources



Communication and
Information Systems



Health Sciences



Environmental and
Agricultural Systems



Part 2: Skills for the Workplace

Adapted from *Career Cruiser*, pg. 8:

There are many ways to develop skills: school, social, and leisure activities, work, sports, hobbies, home chores, and volunteer work. The skills you build during your school years will become the building blocks of your work foundation. Think of yourself now –in school– and evaluate each skill as used in school.

On a scale of 0-5, rate each of the following skills. (0 = I can't do it, 5 = I'm very good at it)

Communication Skills	
	Giving class presentations
	Reading manuals
	Writing clearly and concisely
	Listening and responding to what others say

Problem Solving	
	Analyzing information
	Understanding the problem
	Identifying the problem
	Solving the problem
	Applying the solution

Knowing How to Learn	
	Asking questions
	Reading information
	Using the library or online databases
	Researching information
	Joining activities and clubs

Responsibility	
	Doing homework
	Meeting project deadlines
	Getting to class on time
	Following a schedule
	Being on sports teams or clubs

Creative Thinking	
	Learning how others have been creative
	Using your imagination
	Tying new ways of doing things
	Looking at issues from a different point of view

People Skills	
	Getting along with others
	Meeting new people
	Working on a team
	Respecting the ideas of others

Personal Skills	
	Making ethical choices
	Motivated and enthusiastic
	Reliable and dependable
	Pride in appearance
	Courteous and respectful

Self-Management	
	Scheduling your day
	Setting priorities and goals
	Being flexible
	Positive attitude toward change

Technical Skills	
	Using a keyboard (typing and shortcuts)
	Using a word processing program
	Organizing and analyzing info with spreadsheets
	Developing a PowerPoint presentation
	Using the internet for research and information
	Using online communication (e-mail, social media)

Which of the skill areas are you strongest in? _____

Which of the skill areas are you weakest in? _____

For each skill area, list at least two ways they can be used in the workplace

Communication Skills	
Problem Solving	
Knowing How to Learn	
Responsibility	
Creative Thinking	
People Skills	
Personal Skills	
Self-Management	
Technical Skills	

Part 3: Values – What’s Important to You?

Describe extrinsic values.

Describe intrinsic values.

**On a scale of 1-3, rate each of the following values.
(1 = I VALUE A LOT, 2 = I VALUE, 3 = I DON'T VALUE)**

Rating	Values	Description
	Help Society	Do something which contributes to improving the world we live in
	Help Others	Be directly included in helping other people, either individually or in small group
	Public Contact	Have a lot of day-to-day contact with the public
	Work with Others	Work as a team member toward common goals
	Work Alone	Do projects by myself with limited contact with others
	Competition	Engage in activities which pit my abilities against others
	Make Decisions	Have the power to decide courses of action
	Work Under Pressure	Work in situations where time pressure is prevalent
	Influence People	Be in a position to influence the attitudes or opinions of other people
	Knowledge	Engage in the pursuit of knowledge and understanding
	Work Mastery	Become an expert in whatever work I do
	Artistic Creativity	Engage in creative artistic expression
	General Creativity	Have the opportunity to create new programs, materials, or organizational structures
	Aesthetics	Participate in studying or appreciating the beauty of things, ideas, etc.
	Supervision	Have a job in which I am directly responsible for the work of others
	Change and Variety	Have work activities which frequently change
	Precision Work	Work in situations where attention to detail and accuracy are very important
	Stability	Have a work routing and job duties that are largely predictable
	Security	Be assured of keeping my job and receiving satisfactory compensation
	Recognition	Be publicly recognized for the high quality of my work
	Fast Pace	Work in circumstances where work must be done rapidly
	Excitement	Experience a high degree of (or frequent) excitement in the course of my work
	Adventure	Have work duties which require frequent risk-tasking
	Financial Gains	Have a high likelihood of achieving great monetary rewards for my work
	Physical Challenge	Do activities that use my physical capabilities
	Independence	Be able to determine the nature of my work without significant direction from others
	Moral Fulfillment	Feel that my work contributes to a set of moral standards which I feel are very important
	Community	Live where I can participate in community affairs
	Time Freedom	Be able to work according to my own schedule

Your top five: _____

Part 4: Selecting a Lifestyle

Housing

- A. Studio (\$800/month)
- B. 1 bedroom (\$1200/month)
- C. 2 bedroom (\$1600/month)
- D. 3+ bedroom (\$2000/month)

Car

- A. 10+ year old (\$150/month)
- B. 3-5 years old (\$300/month)
- C. Lease new car (\$400/month)
- D. Own new car (\$600/month)

Cell phone

- A. Bare minimum (\$30/month)
- B. Low plan/good phone (\$40/month)
- C. Unlimited/good phone (\$60/month)
- D. Unlimited/great phone (\$80/month)

TV/Streaming

- A. Streaming (\$20/month)
- B. Cable + streaming (\$50/month)
- C. Satellite (\$80/month)
- D. Satellite + streaming (\$100/month)

Utilities

- A. Light (\$50/month)
- B. A + Water/Sewage (\$80/month)
- C. B + basic internet (\$130/month)
- D. B + good internet (\$150/month)

Groceries

- A. \$150/month
- B. \$200/month
- C. \$250/month
- D. \$300/month

Eat Out

- A. Hardly ever (\$50/month)
- B. Twice a week (\$100/month)
- C. 3-5 times a week (\$200/month)
- D. 6+ times a week (\$300/month)

Outings

- A. Once a month (\$30/month)
- B. Twice a month (\$60/month)
- C. Three/month (\$90/month)
- D. Four+ (\$120/month)

Clothes Shopping

- A. Once a month (\$30/month)
- B. Twice a month (\$60/month)
- C. Three/month (\$90/month)
- D. Four+ (\$120/month)

Miscellaneous expenses

- A. None (\$0/month)
- B. Some (\$50/month)
- C. A bit (\$100/month)
- D. A lot (\$150/month)

Keep in mind this does not include taxes (can account for 12-25% of total salary), insurance, pets, home and car maintenance, gas, emergency expenses (medical bills), or education (college).

What other expenses should be considered?

Based on your lifestyle choices...

1. How much money would you need a month (minimum)? _____
2. How much money would you need each year (minimum)? _____

Remember, the totals you came up with are rough estimates and BARE minimums. You'll likely need more than that to support whatever lifestyle you've chosen. Depending on where you live, those numbers might change too (housing costs and taxes vary depending on the region).

When exploring occupations, you should look for those with salaries that match your desired lifestyle. Remember: you can always work up to the lifestyle you desire (you won't always be able to get it with your first job) and there's more to choosing your career than just how much money you want to be able to spend!