

# CAREER TRANSITIONING: How to Get Started...

## 1. Explore Self: Personality, values & interests

- ✓ Write down a list of things that you are good at doing.
- ✓ Write down a list of things (skills, activities) you really do not want to do in your next career/job.
- ✓ Write a wish list of the environment, salary and duties list you would really like to have in your next career/job.

## 2. Do Your Research:

- ✓ Write 1 to 3 career choices that you are really interested in pursuing.
- ✓ Then research each of these careers (salary, environment, job opportunities, your capabilities, your need for training, your ability to get training, etc).
- ✓ Now, decide which career choice matches you the best. Use your research to help you make the decision.

## 2. Your Career Choice: \_\_\_\_\_

- ✓ Do you need more training Yes  No  How much more education/training do you need? \_\_\_\_\_  
\_\_\_\_\_ Timeline: \_\_\_\_\_
  - ✓ Do you need more experience? Yes  No  How can you can get it: \_\_\_\_\_  
\_\_\_\_\_ Timeline: \_\_\_\_\_
  - ✓ Do you have the health, energy, determination, other means to accomplish the requirements needed for this career? Yes  No  *\*If not, go back to researching the career options.*
  - ✓ If you need more training/education, where is the best place to get the education/training needed? \_\_\_\_\_
  - ✓ If training will cost you, how much do money do you need? \_\_\_\_\_  
Where are you going to get the money (loans, work, etc), and how soon can you get it?  
\_\_\_\_\_
  - ✓ If you need more, or different experience, where can you get that experience (work your way up, or over to another position)? \_\_\_\_\_  
\_\_\_\_\_
- Set Goals: \_\_\_\_\_ By When: \_\_\_\_\_
  - Set Goals: \_\_\_\_\_ By When: \_\_\_\_\_
  - Set Goals: \_\_\_\_\_ By When: \_\_\_\_\_