

THE
KICKSTART YOUR
JOB SEARCH
WORKSHEET



Hey girlfriend,

First things first, take a deep breath! You can't work through your questions if you're hyperventilating! I know this process can be stressful (I've been there too!), but you can absolutely get through this! With the right strategy and support, there's nothing you can't accomplish!

At this point, I'm guessing you're having questions about whether your current job is right for you and what else is out there. You may be questioning whether you can ever be happy at work. The answer is YES! We just need to help you figure out what actually makes you happy BEFORE you get into that next job so you can make the best decision for you.

The idea behind this worksheet is to help you get all of your thoughts out on paper. It's a place where you can brainstorm, word vomit, be brutally honest. **HOLD NOTHING BACK!** This is your space! This worksheet will lead you through a couple of exercises. Once completed, you can lay them all out on the floor and see what catches your eye. Additionally, it will start to give you a language to use as you are networking and explaining to people what you are looking for.

Look forward to seeing what you come up with!

Be well,

Carolyn

THE PRO/CON LIST

I believe every job questioning/search process should begin with a good, old school pro/con list. By listing out what you like and don't like about your current job, you can better determine if you want to stay or leave, as well as what to avoid in your next job.

*WHAT I LIKE ABOUT
MY JOB*

*WHAT I DON'T LIKE
ABOUT MY JOB*

STRENGTHS/SKILLS/TRAITS

Use the below space to list out all of the skills/strengths/inherent traits that you bring to the table at work. It could be that you are organized, creative, a good writer, etc. Anything that makes you great at a job.

QUALITIES OF A JOB

What do you want out of a new job? Take the below space to list out the different duties, tasks, day-to-day aspects that you want to be present in your next job. These could be anything ranging from client facing to walkable from home to interesting product. It's not necessarily a job description, but rather things that you want to experience daily.

HOW I WANT TO FEEL AT WORK

Take the space below to write out how you want to feel every day in a job. That could be supported, valued, confident, etc. How do you want to FEEL?

NETWORKING ELEVATOR PITCH

Using what you've written on the previous pages, create a networking elevator pitch that you can use to explain to people what you are looking for in a job/company. Having a "go to" explanation of what you're hoping to find will enable people to better help/refer you, as well as make it easier for you to look for jobs that match your criteria on job boards.