

WORKBOOK

**Secure the Career of your
Wildest Dreams:
the easy way**



**YOUR JOURNEY STARTS
HERE**

Welcome and Congratulations

You've taken the first major leap towards transformation! It takes bravery, vision and commitment to make a change and you are now on the path. Well done and a massive congratulations.

Please take a moment to thank yourself and show gratitude for this decision.

This Workbook is yours to complete, keep and refer back to whenever you need.

In it we will cover ways to determine what career you want, what skills you have now and which ones are perfect for your new career and what to do to transition into your new career.

Please take the time to fill in the whole workbook and schedule a free 1-to-1 call with Alexandra to discuss how you can achieve massive success in your career transition without having to take a paycut or go back to University and without worrying that you're too old or don't have the skills needed.



Figuring out what you really want

We need to get really clear on what it is you want in your new career, in your day to day and in your life as a whole.

Please answer the questions below as accurately and descriptively as you can.

1. What is it that you like doing in your current job?
2. What are the best bits of your current job?
3. Do you want to stay in the same industry?
4. Why do you want to change careers – eg. Work life balance, more money, fulfilling career
5. What you want to feel and be like in new career – eg. successful, create more impact, become better version of myself, help others



6. What's important to you in new career eg. fun, fulfilment, certain amount of money

7. What is your ideal working environment – eg. full of support, recognition, improvement

8. How important is balancing work and life – think about kids etc.

9. What is the biggest challenge you currently face?

10. What was fun when you were little? And what is fun now?

11. What does this new career offer that your current career doesn't?

12. What does this new career ignite in your soul?

13. How does this new career align with your core values?

14. What are the long-term opportunities associated with this new career?



15. What skills or resources will you need to take advantage of these long-term opportunities?

16. Who do you know who is already in this career and can give you an honest "insider's" perspective?

17. Will your friends and family support this new career endeavour?

18. Do you have the financial resources to make this new career work? If not, how can you get what you need to feel secure?

19. How can you minimize any potential struggles in the career change?

20. What specific experience do you hope to gain in this career move?

21. How will my previous experience help you in this new role?

22. Is this career move one step in a larger plan? If so, what does this new career need to provide in order to help you move forward?



Your Skillset

Write down a list of your **Professional** skills eg. from job description and all other activities you do at work. Please continue onto a new page if required

Write something...



Your Skillset

Write down a list of your **Life** skills eg. all skills from activities outside of work from home life, volunteering, weekend activities etc. Please continue onto a new page if required.

Write something...



Research

Research your new career eg. speak to people in the business, figure out what currency they value (degree? Courses? Skills? Attributes?), think about earnings, which company want to work for, what different ways have people over 35 entered the business, who to network with, whats skills needed for your new career etc.



Skill and Attribute Matching

Write down the skills and attributes (currency) that the new career values in the left hand column. Match these with your achievements, successes and results to demonstrate your proficiency, or if you feel you can't, write down how you are going to obtain the relevant skills.

New career skills and attributes that are valued:

How can I demonstrate I have these skills?
Or, how can I obtain the required skills?



Goals and Visions

Goal Setting

A clear goal identifies the following:

1. An intention
2. Outcome – what do you want to achieve?
3. Specific action – how are you going to achieve it?
4. Time – a clear timeframe has been set to achieve it
5. Abundance – identifies the goal as though it is already achieved, as if it has happened (living in abundance, not lack)

We do this by using the SMART acronym for setting goals.

S – specific

M – measurable

A – achievable

R – realistic

T – timely

Eg. I am getting the job promotion to X within the next 6 months by completing A, B and C targets and D, E, F course/s which will enhance my skillset to meet/exceed the job requirements.

- 'I am' – intentional, already happening, specific
- Outcome – promotion, measurable, realistic
- Targets and courses – specific action, achievable
- Time – timeframe is set



Write down your goals using the SMART format here....



Congratulations and GREAT WORK!

You invested time in yourself and
have completed the
Secure the Career of your Wildest
Dreams
workbook!

XXX

