



The Get2it Career Focus Worksheet

See the Goal, Define the Goal and Get2it

If you fill out these sections honestly and completely, you **will** have a better understanding of what it is that you want out of a dream career

1 – List what you do not like about your current job or career (this is not a section to randomly complain about your boss, low pay, etc. Use your analytic side to list out why your current position is not fulfilling)

2 – **What** is attractive about the career that you would like move into and why will you not “fall out of love” with the new career in a short period?

3 – **How much time** have you spent researching this job or career? Do you think you have spent enough time researching and interviewing people in the industry to know it is a good fit for you?



4 - Describe a typical day working in your dream job.

5 - Describe the duties and responsibilities of the dream job. (There can be some overlap between this section and the last.)

6 – List the skills required for this job or career.

7 – **What** skills do you currently have that match those listed in section 6?

7a – **What** is **your plan** to close the gap between the skills required for the job or career and the skills you currently have?



8 – **How** and **why** would you deliver excellence in this job or career?

9 – **Write out** a plan to connect and meet people in the industry or profession that you want to enter. These contacts will become the center of your job/career search network.

Now is time to work on verbally developing your focus statement and sales pitch. Be sure to give this last section your *full focused effort*. No one can sell you better than you can sell you.

Once you can verbalize where you want to go and how you are going to get there, you have truly charted your course to the next *exciting* phase of your life.



Congratulations! By completing the above exercise, you should now have a clearer understanding of where you want to move in your career.

You have also created your own personal affirmation, which when you recite or re-read this short bio and sales pitch, drives you towards further clarity by allowing you to revisit and edit your focus statement until you know it backwards and forwards.

If you follow the 10-step Get2it method of defining your dream career, you will have clarity in what it is that you want. You will have a great foundation to sell yourself and your skills to your existing and growing network educating them on how you will bring excellence to that dream career position.

See the goal, Define the goal and Get2it !