**How to Plan the Perfect Career: Workbook**

**Activity 1: What are your Top Skills?**

This activity will help you identify your top skills.

Move a **smiley** by each one you enjoy, find fun or makes you smile.

Move a **thumbs up by** the ones you are good at, for example you might have been told this by a friend or given a good mark in a subject using this.

Choose **3 - 6** which you have given a smiley and a thumbs up as your top skills.





Coming up with ideas

Leading others



Using a computer



Working with numbers



Managing money

Designing and drawing

Creating media



Performing music or drama



Writing or translating



Remembering

information

Communicating with others



Helping others



Team working



Asking questions



Solving problems



Using machinery and technology

Making or fixing things

Planning and Organising



**My top skills are**:

Sport and exercise



Selling things

|  |  |
| --- | --- |
|  |  |
| Earning lots of money |  |
| Doing different things every day |  |
| Doing the same things everyday |  |

**Activity 2: What will you be looking for in a job?**

The career area you choose will affect your lifestyle, the money you have and even the people meet. Look at each of the factors below and give each a score out of 10, thinking about how you would feel if your job included this.

1 = I definitely don’t want this 10 = I would definitely want this

|  |  |
| --- | --- |
|  |  |
| Earning lots of money |  |
| Doing different things every day |  |
| Doing the same things everyday |  |
| Working set hours such as 9- 5 |  |
| Getting to travel around the world |  |
|  | Score out of 10  |
| Earning lots of money |  |
| Being happy in my job |  |
| Doing similar things every day |  |
| Doing different things every day  |  |
| Working set hours (eg. 9-5) |  |
| Working different hours such as evenings and weekends |  |
| Running my own business |  |
| Working in a close team |  |
| Working independently |  |
| Leading and managing others |  |
| Making a difference to others with my job |  |
| Working and living abroad |  |
| Getting chance to travel around the world |  |
| Working in the same place each day |  |
| Chance to progress and challenge myself |  |
| Having close friends at work |  |
| Working outside |  |
| Working inside |  |
| Being physically active in my work |  |
| Company benefits (e.g. gym or company car) |  |
| Working for a company with good ethics |  |

Which are your top factors you would like in a job? (list your highest 5 scores)