



## SUMMI NG UP!

Adapted from the Ball Foundation newsletter *Visions*

Sum up what you have learned about yourself and make a plan to become your own career manager.

The exercises front and back of this sheet will help prepare you to navigate your path during career transition.

### Exercise I

Yes   No

- |   |                          |                          |
|---|--------------------------|--------------------------|
| • I know which of my aptitudes offer the greatest potential for success and satisfaction. | <input type="checkbox"/> | <input type="checkbox"/> |
| • I can identify three things I enjoy doing.  | <input type="checkbox"/> | <input type="checkbox"/> |
| • I am computer literate.   | <input type="checkbox"/> | <input type="checkbox"/> |
| • I have a financial plan.  | <input type="checkbox"/> | <input type="checkbox"/> |
| • I have completed at least one training or technical course during the last year.        | <input type="checkbox"/> | <input type="checkbox"/> |
| • I belong to and am active in at least one professional or technical association.        | <input type="checkbox"/> | <input type="checkbox"/> |
| • I clearly identified annual goals in my work environment.                               | <input type="checkbox"/> | <input type="checkbox"/> |
| • I have updated my resume.   | <input type="checkbox"/> | <input type="checkbox"/> |
| • I can clearly state my accomplishments.   | <input type="checkbox"/> | <input type="checkbox"/> |
| • I take care of my health.   | <input type="checkbox"/> | <input type="checkbox"/> |
| • I know where the career and employment resources are in the library.                    | <input type="checkbox"/> | <input type="checkbox"/> |
| • I know what is important to me.   | <input type="checkbox"/> | <input type="checkbox"/> |
| • I keep current on employment trends.  | <input type="checkbox"/> | <input type="checkbox"/> |

While this is not an all-inclusive list, it does bring home some key questions. Most of us have some unfinished tasks. We have all heard about the importance of good planning, life-long learning, self-reliance and networking. The challenge is to take the time to invest in yourself and your future.

