



## *Skills, Values and Goals*



**Skills:** *What do you do well and enjoy?*

**Functional:** *What are your skills with people, things and information?*

Examples of people skills: Teach, Advise, Counsel, Sell, Supervise, Mediate

Examples of skills with things: Assemble, Design, Repair, Drive, Build, Organize

Examples of information skills: Calculate, Sort, Research, Edit, Budget, Compile, Analyze

**Self Management:** *What did you learn at your mother's knee?*

Examples: Time management, stress management, coordination and organization skills, project management skills, multi-tasking, planning and implementation skills, punctuality

**Content Area:** *What are your areas of particular skill or expertise?*

Examples: Fluent in Italian, MA in International Affairs, Microsoft Suite, HTML



**Values:** *What is important to you in your career?*

What values will be reflected in your work life? Think about intrinsic values (specific work or its impact) and extrinsic values (physical setting, earning potential, travel) that will drive your decision making about your career choices.

Examples: Help Society/Others, Work with People, Compete, Make Decisions, Power and Authority, Money, Work Independently, Status, Pursue knowledge, truth and understanding, Be Creative, Fast Paced, Moral Fulfillment, Able to have free time or family



**Goals:** *What are your career aspirations?*

What career accomplishments have you identified in your future? What goals will help you realize your career dreams and aspirations? Identify long term goals and short term goals that support the longer ones with projected dates of accomplishment. Dates are guide posts to successfully accomplishing goals and may be adjusted as appropriate.

Examples: *Long Term Goal:* Work for a US corporation in Asia by 2008, *Short Term Goals:* Learn Vietnamese, Identify US corporations working in Vietnam, Build contact network of fellow students with connections in Vietnam. *Aspiration:* Retire when I am 55.




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 Skills: <i>What do you do well and enjoy?</i>	 Values: <i>What is important to you in your career?</i>	 Goals: <i>What are your career aspirations?</i>	<i>Other criteria for career exploration and decision making.</i>

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