

# CAREER DECISION MATRIX WORKSHEET FOR

## INSTRUCTIONS

There are 8 steps in this worksheet.

<b>Step 1:</b>	Using the behaviour leaning tool (eg. DISC), complete Page 2
<b>Step 2:</b>	Using the Values tool, complete Page 3 of this worksheet.
<b>Step 3:</b>	Using the Motivated tool, complete Page 4 of this worksheet.
<b>Step 4:</b>	Using the Drivers tool, complete Page 5 of this worksheet.
<b>Step 5:</b>	Referring to the above pages, put together your strengths on Page 6
<b>Step 6:</b>	Explore your options using the Career Decision Matrix and score each option on Page 7 and Page 8
<b>Step 7:</b>	Focus on the best available option based on the scores and state the reason for it being your possible goal on Page 9
<b>Step 8:</b>	Develop a plan to reach your goal on Page 10

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# STEP 1: MY BEHAVIOURAL LEANING

## INSTRUCTIONS

Write the description of your behavioural leaning on this page. If you are using the DISC report, it would be from Graphs 1, 2 and 3 and the detailed write up in the report. If you are using other behavioural leaning tools, follow the descriptors from those tools.

## PERSONALITY (DISC)

GRAPH 1	GRAPH 2	GRAPH3

## DESCRIPTORS

Using the behavioural leaning report, list down the words and phrases that describe your behavioural style (not your skills). This will help you understand yourself better so that you can make a better judgment if a particular occupation suits your behavioural leaning.

*NOTE: You do not have to fill in all the spaces.*

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# STEP 2: MY TOP 5 CORE VALUES

## INSTRUCTIONS

1. List your top 5 values based on the Values tool you have completed under Core Value.
2. Describe your core value as you understand it.
3. Describe the behaviour that demonstrates each core value (how do you show that particular core value in your life?).
4. Write how often you describe that behaviour and how you demonstrate it.

### Criteria for identifying your core values:

- They are consistent no matter your circumstances in life
- They will stand the test of time
- They are non-negotiable – you never put them at risk
- They are things you hold on tightly to because they reflect your life's meaning
- They honour your uniqueness and life's foundation when you hold them tightly

CORE VALUE	DESCRIPTION OF YOUR CORE VALUE	BEHAVIOUR THAT DEMONSTRATES THIS CORE VALUE	DESCRIBE HOW OFTEN AND HOW WELL YOU DEMONSTRATE THIS BEHAVIOUR
HEALTH	I DO ALL I CAN TO STAY HEALTHY	I WORK OUT AT THE GYM	I WORK OUT WITH WEIGHTS AND ENGAGE IN CARDIO EXERCISES TWICE A WEEK


# STEP 3: MY MOTIVATED SKILLS

## INSTRUCTIONS

Using the Motivated Skills tool:

1. List the skills you had indicated as *'totally delight in using AND you are also highly proficient at or competent at'* under **MOTIVATED SKILLS**.
2. Add to the **MOTIVATED SKILLS** section the skills you had indicated as *'enjoy using very much AND you are also highly proficient at or competent at'*.
3. List the skills you had indicated as *'totally delight in using and competent at AND lack the desired skill level'* under **AREAS OF DEVELOPMENT**.
4. Add to the **AREAS OF DEVELOPMENT** section the skills you had indicated as *'enjoy using very much and competent at' AND lack the desired skill level'*.
5. List the skills you had indicated as *'prefer not to use' and 'strongly dislike' using BUT you are highly proficient at and competent'* under **BURNOUT SKILLS**.

NOTE: The unimportant skills are those indicated as 'prefer not to use' and 'strongly dislike using' and 'competent' and lack desired skill level'.

MOTIVATED SKILLS			
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AREAS OF DEVELOPMENT			
BURNOUT SKILLS			

# STEP 4: MY DRIVERS

Thoughts, feelings and emotions that unconsciously shape every decision we make.

Unseen influences that drive and motivate us.

Internal factors that guide our preferences, choices and actions.

## INSTRUCTIONS

If you are using the or Behavioral Attitude Index in your DISC Report, list your Primary and Secondary Styles here:

PRIMARY BAI STYLE	SECONDARY BAI STYLE

Give a score of between 1 and 10 on how important each of these influence you when making decisions:

STYLE	DESCRIPTORS	SCORE
SPIRITUAL	A desire for balance, harmony and self-growth	
SOCIAL	A desire to help others altruistically	
POWER	A desire to be in control or have influence	
ECONOMIC	A desire for financial security or economic gain	
ARTISTIC	A desire to express uniqueness or individuality	
KNOWLEDGE	A desire for learning and greater understanding	

Write your Primary (the one with the highest score) and Secondary Drivers (the one with the second highest score) here:


PRIMARY DRIVER	SECONDARY DRIVER

*Drivers can change over time due to circumstances and available resources*

# STEP 5: SUMMARY OF MY STRENGTHS

## INSTRUCTIONS

Referring to the pages before this, put together a summary of your strengths:

<b>BEHAVIOURAL LEARNING</b> <small>(Page 2)</small>	<i>Eg. SC (from DISC)</i>
<b>TOP 5 VALUES</b> <small>(Page 3)</small>	
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<b>MOTIVATED SKILLS</b> <small>(Page 4)</small>	
<b>2 DRIVERS</b> <small>(Page 5)</small>	

# STEP 6: EXPLORE YOUR OPTIONS

## INSTRUCTIONS

1. List the possible options under **OCCUPATIONS**.

*Referring to Page 6 of this worksheet:*


2. For each option, list your **BEHAVIORAL LEARNING** or personality that match that option (eg. SC for option 1, S for option 2, C for option 3, SC for option 4 etc.).

3. For each option, list your **VALUES** that match that option.

4. For each option, list your **MOTIVATED SKILLS** that match that option.

5. For each option, list your **DRIVERS** or **PASSION** that match that option.

NOTE: Use a 2<sup>nd</sup> sheet of paper if necessary.

OCCUPATION	BEHAVIOURAL LEARNING	VALUES	MOTIVATED SKILLS	DRIVERS / PASSION
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# SCORE YOUR OPTIONS

## INSTRUCTIONS

1. On a scale of 1 to 10, give a score on how close a match your:
  - a. **BEHAVIOURAL LEANINGS** are for each occupation.
  - b. **VALUES** are for each occupation.
  - c. **MOTIVATED SKILLS** are for each occupation.
  - d. **DRIVERS/PASSION** are for each occupation.
2. Total up the scores for each occupation.

## NOTES:

- 1 represents the least close match and 10 represents most close match
- Use a 2<sup>nd</sup> sheet of paper if necessary.

OCCUPATION	BEHAVIOURAL LEANING	VALUES	MOTIVATED SKILLS	DRIVERS / PASSION	TOTAL SCORE



# STEP 7: GOING FORWARD - FOCUS ON YOUR BEST AVAILABLE OPTION

## INSTRUCTIONS

Select your best available option based on the scores above and state the reason for it being your possible goal.

My best available career option is: \_\_\_\_\_

This is my possible goal because:



# STEP 8: DEVELOP YOUR PLAN

## INSTRUCTIONS

1. Write the specific action you would take to achieve your goal.
2. Write a date you will start this action and a deadline as well.
3. Write the names of people who are able to help you for each action to achieve your goal.

Use a 2<sup>nd</sup> sheet of paper if needed..

HOW WILL YOU ACHIEVE THIS GOAL? (specific actions you will take)	WHEN WILL IT HAPPEN?	WHO CAN HELP IN ACCOMPLISHING YOUR PLAN?
