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

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

This activity will help you identify your top skills.

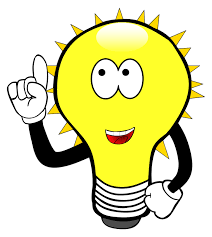
Move a **smiley** by each one you enjoy, find fun or makes you smile.

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

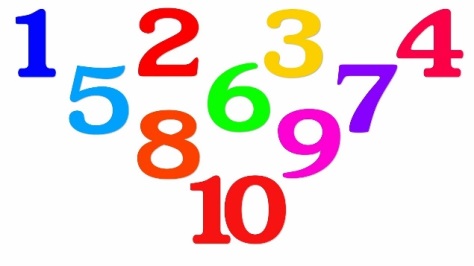
Leading others



Using a computer

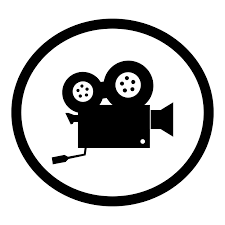


Working with numbers



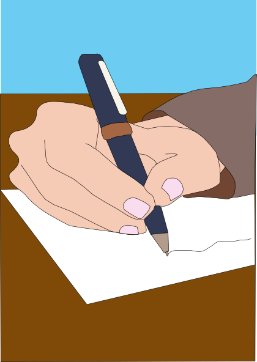
Managing money

Designing and drawing

Creating media



Performing music or drama

[](https://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=2ahUKEwiA5qqy3JHhAhVOqxoKHQHKACwQjRx6BAgBEAU&url=http://clipart-library.com/writing-letters-cliparts.html&psig=AOvVaw3Ry-WtWJgrTzR7U9yVOm9R&ust=1553205731268022)

Writing or translating



Remembering

information

Communicating with others

[](http://www.cliparthut.com/download-clipart-9UgzDq.html)

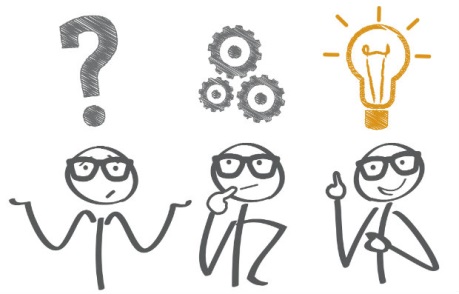
Helping others



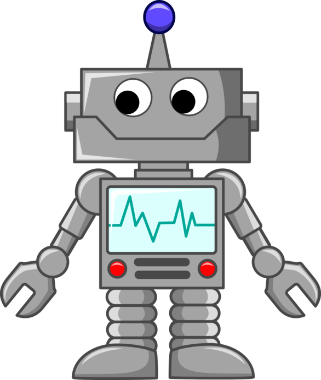
Team working



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)