

# Job Search Success Worksheet

Welcome to the TalentFund Job Search Goal Setting Worksheet! This tool is designed to empower you to take charge of your job search journey by helping you articulate your goals and create a clear roadmap. By setting specific objectives and outlining actionable steps, you'll be equipped to navigate the job market with purpose and confidence, ensuring that your efforts are aligned with your aspirations.

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## DEFINING YOUR "WHY"

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### PERSONAL FULFILLMENT

- Reflect on your current situation and past experiences. What aspects of your current or past roles have you enjoyed the most? (e.g., tasks, responsibilities, projects)
- Consider what aspects of your current or past roles have left you wanting more. (e.g., growth opportunities, challenges)
- Why are you seeking a change in your career? What are you looking to achieve in terms of personal fulfillment? (e.g., job satisfaction, alignment with passions)

**MY MOTIVATIONS FOR SEEKING CHANGE – HOW WILL THIS CHANGE MEET MY PERSONAL FULFILLMENT NEEDS:** *Insert your reflections here*

### PROFESSIONAL GROWTH

- Envision where you want to be in the next few years. What skills do you want to develop? What level of responsibility are you aiming for?
- How do your short-term and long-term career goals align with your personal aspirations?

**MY CAREER GROWTH GOALS:** *Insert your reflections here*

## FINANCIAL ASPECTS

- Define the financial goals you need to achieve through your new job. Consider factors like salary, benefits, bonuses, commissions, etc.
- How does the financial aspect of a new job contribute to your overall job satisfaction and lifestyle?

**MY FINANCIAL GOALS AND CONSIDERATIONS:** *Insert your reflections here*

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## *Envisioning Your Ideal Day*

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Unlock the power of focused job searching with our "Envision Your Day" exercise. By vividly imagining your ideal workday – from tasks to interactions – you'll gain a personalized roadmap, enabling you to target roles that align with your aspirations. This exercise will not only guide your pursuit of the perfect job but also provide a valuable tool to evaluate offers against your envisioned career path.

Imagine waking up on a typical workday in your future role. Use the following prompts to describe your ideal day:

## WORK ENVIRONMENT

- Where are you working? Describe the physical space. Are you in-office, hybrid, remote?
- What is your commute like? What is the ideal general area of your office location?
- What atmosphere does the environment have? What decor or surroundings do you see?

**DESCRIPTION OF MY IDEAL WORK ENVIRONMENT:** *Insert your description here*

## DAILY TASKS

- Outline the tasks and activities that fill your day.
- What type of work are you engaged in? Are you leading, collaborating, or working independently?
- Get detailed with this piece – write at least 7-10 tasks that you are dedicating your time to.

**DESCRIPTION OF MY IDEAL DAILY TASKS:** *Insert your description here*

## INTERACTIONS

- Who are the people you interact with throughout the day? Are you meeting with clients, internal teams, vendor partners?
- Are you meeting in-person with travel? Are these meetings remote?
- Describe the nature of these interactions and how they contribute to your overall job satisfaction.

**DESCRIPTION OF MY IDEAL INTERACTIONS:** *Insert your description here*

## FLEXIBILITY

- How flexible is your role in terms of scheduling and work arrangements?
- How does this flexibility enhance your work-life balance and overall satisfaction?

**DESCRIPTION OF MY IDEAL FLEXIBILITY:** *Insert your description here*

## ACHIEVEMENTS

- At the end of the day, reflect on your accomplishments.
- What goals have you achieved? How do these achievements contribute to your sense of fulfillment and professional growth?

**DESCRIPTION OF MY IDEAL ACHIEVEMENTS:** *Insert your description here*

By completing this worksheet, you're taking crucial steps toward setting yourself up for job search success. The insights gained from defining your "why" and envisioning your ideal day will guide your job search strategy and help you identify opportunities that align with your goals and aspirations.

Good luck on your journey to finding your dream job!