

# CAREER 2.0

# Workbook

Find work that inspires you.



with Yvonne Lines from [www.SmartLife.tips](http://www.SmartLife.tips)

# Welcome

“Your career is your business.  
It’s time for you to manage it as a CEO.”

- DORIT SHER

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## What to expect

Get excited about what’s next for you. Figure out your next career move. Through diverse perspectives, brainstorming, and hands-on exercises, you’ll discover a personalized direction with 2-3 strong next career possibilities, and come out with an action plan for your first step into that field.

## What you’ll accomplish

Be able to support the lifestyle that will make you happy, surround yourself with people who you enjoy and will help you grow, and find how you can contribute to society in a meaningful way.

## About your instructor

I’m Yvonne Lines, the blogger behind [www.SmartLife.tips](http://www.SmartLife.tips) and course creator at [SmartLifeCourse.com](http://SmartLifeCourse.com). I’m addicted to learning, and determined to share wisdom that will help us all make great choices and live fulfilling lives. Please connect on [Linked In](#), or email me: [yvonne.lines@smartlife.tips](mailto:yvonne.lines@smartlife.tips)



## We'll be using the design-thinking method.

This method has been used successfully for decades to solve major issues and create incredible solutions. It will work for us too. In this workshop, we'll be focusing on the first half of the approach. Pursue steps 4 and 5 after the workshop.

### Step 1: Research & discovery

We'll spend most of our time in self-awareness mode so that we can create a direction to head towards. We'll look at 3 parts... Since our work-life is such a big chunk of the rest of our life, we'll first consider what lifestyle we want to live. Once we have a better awareness of our lifestyle goals, we'll then explore how to find the sort of people we want to work with. After all, our coworkers make a huge impact on our work enjoyment. This may seem out of order, but we'll consider our skills, interests and purpose last. These aspects can be surprisingly adaptable.

### Step 2: Brainstorm & ideate

After the foundational work, it's time to let the ideas start rolling. Go crazy and don't edit yourself at this stage. Wild thoughts can lead to realistic aspirations.

### Step 3: Refine & plan

Grouping together our previous thoughts should lead to 2 or 3 strong possibilities. Then we'll devise ways to try out our options before completely diving in head first.

### Step 4: Prototype & experiment

Here's where you take action and turn your plans into experiments for discovery.

### Step 5: Evaluate & iterate

Evaluate your discoveries. Decide if you want to pursue it and what to change.



# Pre-assessment

## What confidence do you currently have in your career direction?

Use this assessment to get a sense of the level of confidence you have in the career direction you are currently heading in. You'll see this same assessment again at the end of the course so that you can track your progress.

ASSESSMENT  
QUESTION

SCORE OUT OF 10  
(10 BEING STRONGEST)

- |    |   |       |
|----|---|-------|
| #1 | How well do you know your ideal lifestyle and have a worklife vision that includes a purposeful contribution?                       | _____ |
| #2 | Have you established your core work values so you know what to look for in people and companies you want to work with?              | _____ |
| #3 | Can you articulate your strengths, interests, and abilities that would be of interest to people willing to pay you?                 | _____ |
| #4 | Do you have a list of possible next career directions, areas that inspire you and you'd like to learn more about?                   | _____ |
| #5 | Have you set up realistic steps to explore these areas so that you can get a better idea of the nuances and get a foot in the door? | _____ |

Total, out of 50: \_\_\_\_\_

**Ok, let's do this!**



# Step #1: Research & discovery

## Step 1a: Let's look at lifestyle.

Work is part of life. The two are integrated and should be harmonious. The word balance has left many people confused. It's an out-of-date term that sounds appealing, but doesn't actually help us excel at either work or our personal life. Sometimes the extremes either side, will bring us joy.

### What trade-offs are you willing to make?

Here are some questions to get you thinking about the life you want to set up:

- Do you have any non-negotiables for work – money, identity, growth, stability?

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- Prioritize these work environment factors. 1 is ideal, 12 is a deal breaker.

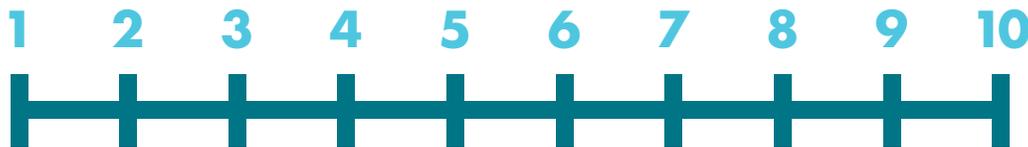
- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Work from home     | <input type="checkbox"/> Own business    | <input type="checkbox"/> Short commute         |
| <input type="checkbox"/> Flexible hours     | <input type="checkbox"/> Small business  | <input type="checkbox"/> PT/freelance/contract |
| <input type="checkbox"/> Corporate life     | <input type="checkbox"/> Outdoors        | <input type="checkbox"/> Shift work            |
| <input type="checkbox"/> Work at a start up | <input type="checkbox"/> Frequent Travel | <input type="checkbox"/> Other: _____          |

Notes:

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- There are many ways to support yourself financially outside of your career, and a huge number of variables that can't be factored in to such a simple scale. Still, it can be worthwhile to reflect on what lifestyle trade-offs you are willing to make.

Where do you sit on this scale?



**SIMPLE LIFE –**  
LOTS OF TIME, BUT A  
FINANCIAL STRUGGLE

**BLING BLING LIFE –**  
LONG HOURS AND FEWER  
OPTIONS, BUT GREAT MONEY



# Step #1: Research & discovery

## Step 1b: The people we work with have a huge impact on our enjoyment.

Knowing our own work values and what key factors are important to us, is the first step in finding a company and/or other people with a match. We are more likely to attract people who believe what we believe, if we've defined our own values first. For example, if we are very career driven, we'll find it hard to be surrounded by punch clock people in a company that doesn't promote growth.

### What are your work values?

List a few factors that are important to you. Keep this list handy and add to it often.

_____	_____
_____	_____
_____	_____
_____	_____

### How will you find people and companies with similar work values?

What are some upcoming opportunities where you can converse with people about work values? What questions will you ask or topics will you discuss that will give a better sense of what values are practiced?

_____
_____
_____
_____
_____
_____



# Step #1: Research & discovery

## Step 1c: What's your why?

Thought leader Simon Sinek is a massive advocate of finding our why, our purpose for working. What we do and how we do it stem from our purpose. This concept can be daunting to figure out if we try to find just one profound purpose. To make it easier, we can examine several motivating factors. Note how adaptable our motivations can be in different circumstances, and how our "why" can change over time.

### Why do you work every day?

Why do you actually get up and work – currently or in the past? Beyond a basic job description, what are you contributing that keeps you feeling important? For example, do you mentor people? Or do you provide a useful service?

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### What interests do you enjoy?

Make a list of interests and then go a little deeper and be more specific. Explain what aspects of it you enjoy.

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List some of your current skills, abilities and strengths.

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# Step #2: Brainstorm & ideate

## It's idea time!

Jot down some key factors from Step 1 that you want to keep top of mind while brainstorming next career possibilities. Then go nuts! Use the 12 questions to help you think beyond what's safe. No editing at this stage. Get as many ideas as possible.

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1. What would you do if money weren't a factor?

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2. What social causes would you like to support through work?

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3. What did you like to do and contribute when you were a teenager?

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4. What subjects do you talk about, read, watch, or listen to?

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5. What companies or people would you like to work with?

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# Step #2: Brainstorm & ideate

## Continued

6. If you had your own business, what would it be?

_____	_____	_____
_____	_____	_____
_____	_____	_____

7. What general areas do you enjoy? Health, finance, sales, creative, education, etc.

_____	_____	_____
_____	_____	_____
_____	_____	_____

8. If you stayed in your current job, how could you expand it?

_____	_____	_____
_____	_____	_____
_____	_____	_____

9. Do you have any hobbies that you could turn in to work?

_____	_____	_____
_____	_____	_____
_____	_____	_____

10. What do your friends think you should do?

_____	_____	_____
_____	_____	_____
_____	_____	_____

11. What emerging possibilities didn't exist when you started your career?

_____	_____	_____
_____	_____	_____
_____	_____	_____

12. What low-stress jobs interest you? Dog walker, café clerk, yoga instructor, etc.

_____	_____	_____
_____	_____	_____
_____	_____	_____



# Step #3: Refine & plan

## Step 3a: What stands out?

What options excite you? List several ideas that you think you'd be happy doing for a little while or long term. Try combining a few to see if it gives you new direction. Don't worry yet about how to make it realistic.

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Choose 3 options you'd like to explore further.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Now let's get real. How could these options happen?

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_



# Step #3: Refine & plan

## Step 3b: Experiment

How can you discover more, get your foot in the door and try out a few elements of each of your options? It's only when we take action that we discover nuances and figure out if we like a certain direction. After some exposure we can decide to continue, drop it, or tweak it. For step 4, execute these experiments. For step 5, evaluate what you've discovered and how you'd like to move forward.

Experiment #1.

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Timeframe:

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Experiment #2.

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Timeframe:

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Experiment #3.

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Timeframe:

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# Post-assessment

## What confidence do you now have in your career direction?

Use this assessment to get a sense of the level of confidence you have gained while doing this workshop. Then review your answers from the pre-assessment so that you can track your progress.

ASSESSMENT QUESTION	SCORE OUT OF 10 (10 = STRONGEST)	PRE-ASSESSMENT
#1 How well do you know your ideal lifestyle and have a worklife vision that includes a purposeful contribution?	_____	_____
#2 Have you established your core work values so you know what to look for in people and companies you want to work with?	_____	_____
#3 Can you articulate your strengths, interests, and abilities that would be of interest to people willing to pay you?	_____	_____
#4 Do you have a list of possible next career directions, areas that inspire you and you'd like to learn more about?	_____	_____
#5 Have you set up realistic steps to explore these areas so that you can get a better idea of the nuances and get a foot in the door?	_____	_____
	Total out of 50: _____	_____

**Congratulations and all the best to you!**

