

Worksheet: Being True to Yourself

Remember, this is all a brainstorming exercise; you aren't expected to have a clear answer for each item!

What's unique about where you're from?

What's special about where you're from?

What's embarrassing about where you're from?

What can you see that you want to change?

What do you want to be autonomous at soon?

What do you want to be autonomous at long term?

What do you want to master soon?

What do you want to master long term?

What's your purpose as an architect?

Where are the places that have the kind of people you want to spend time with?

What are you interested in that you could engage further with today?

Who are three people you aspire to be like?

What do you know, that you weren't taught?

Worksheet: Immigrant Careers

Identify opportunities for learning more about local context and how you can address these:

_____	▶	_____
_____	▶	_____
_____	▶	_____
_____	▶	_____

What are the unique experience/skills that your background has provided?

- ① _____
- ② _____
- ③ _____
- ④ _____
- ⑤ _____
- ⑥ _____

How can you demonstrate these?

①

②

③

④

⑤

⑥

Sign up to Grammarly and install the browser extension

Visit www.archienglish.com and follow her socials

Brainstorm ways you can get out from behind a paper resume, or email:

(Such as networking, video resumes, social media presence, online networks)

What unique perspectives does your local background or culture potentially offer?

(Such as different ways of living, collaborating, or communicating)

How can you raise the visibility of the value these differences may offer?

(For example, practice talking about them for networking or demonstrate them when job-seeking or at work)

Worksheet: Entrepreneurial Careers

Do you feel you were raised knowing how to make your money work for you?

If not, start by reading Rich Dad, Poor Dad by Robert Kyosaki

Where do you think you sit on this scale:



Check out The Side Hustle Show Podcast

Do you want to learn more about modern marketing?

Look for interviews with Seth Godin, or his own podcasts and books

Some questions to help you consider what you want to create:

What are some problems that you want to help solve?

Which bits of architecture do you enjoy and/or are good at?

Which bits of architecture do you not enjoy and/or aren't good at?

Who do you want to serve?

Try defining what success looks like in your career. Alternatively, describe a dream work week.

Worksheet: Registration

Which registration pathway is right for you?

- Australian Accredited Qualification (includes a few accredited overseas courses.) Continue to the next page
- Overseas Qualification Assessment
- National Program of Assessment (competency based pathway)
- Experienced Practitioner
- I don't plan on getting registered Continue to the next topic!

Overseas Qualification Assessment

Read the ACA page about this process:
<https://aaca.org.au/overseas-qualifications-assessment/>

Find someone who has attempted the process before, ideally from your own country/University, ask if you can buy them lunch sometime to hear their insight on the process.

National Program of Assessment

Read the ACA page about this process:
<https://aaca.org.au/national-program-of-assessment/>

Watch the video on the NPR (on the same page)

Find someone who has attempted the process before, ask if you can buy them lunch sometime to hear their insight on the process.

Experienced Practitioner

Read the ACA page about this process:
<https://aaca.org.au/experienced-practitioner-assessment/>

Worksheet: Registration

Preparing for the Architecture Practice Examination

- Save the AACA APE web page to your browser

When you've settled in to your first job:

- Take a broad look at the National Standards of Competency for Architects. Don't worry, everyone feels overwhelmed at this point. Focus on grasping the basic structure and don't worry about the details just now.
- Start recording your hours so they are easy to log later.
 - I suggest recording them monthly
 - Record hours for each project separately
 - Note brief descriptions of the type of work each chunk of hours represented

18 months out from registration:

- Start filling in the formal logbook to assess any missing experience.
- Use the Parlour guide to talk to your employer about any missing experience, and get a sense for their willingness to support you through registration. Make a plan together.
- Decide whether you'll do PALS or PARC and understand the course and examination timelines.
- Find a mentor. There'll be more advice on this in the mentor topic of the course.

Exam tips:

1. Find a study buddy
2. Once enrolled in PALS or PARC, set yourself a study schedule
3. Meet mentor monthly to review progress/ask questions/fine-tune Statement of Practical Experience
4. Read contracts out loud with study buddy
5. Make a cheat sheet of key information, terms, tricky bits
6. Undertake practice exams in mock exam conditions
7. Use your study days

Interview tips:

1. Anticipate areas of questioning and brainstorm good scenarios from your experience that you can refer to
2. Practice responding to questions out loud
3. Be prepared to (respectfully) argue for yourself
4. Remember to stay fresh on exam topics and your cheat sheet

If you fail, don't dismay. Re-assess, try again, reach out to your community for support.

Worksheet: Fine-Tuning Soft Skills

Soft Skills:

Emotional intelligence, team player attitude, growth mindset, open to feedback, adaptability, active listening, work ethic, organisation, public speaking, creative writing, leadership, giving & receiving feedback, perfectiveness, enthusiasm, patience, empathy, collaborative spirit, conflict resolution, friendliness, self-confidence, punctuality, problem-solving, critical thinking, perseverance, stress management, delegation, integrity, courtesy, self-control, attention to detail, analysis, decision making, calmness, networking, cultural intelligence, humour, diplomacy, willingness to learn, honesty, multitasking, visual communication, aesthetics, motivation.

Which soft skills stand out to you as likely weakness or skills you would like to work on?

Which soft skills stand out to you as likely strengths or skills you think you could excel at?

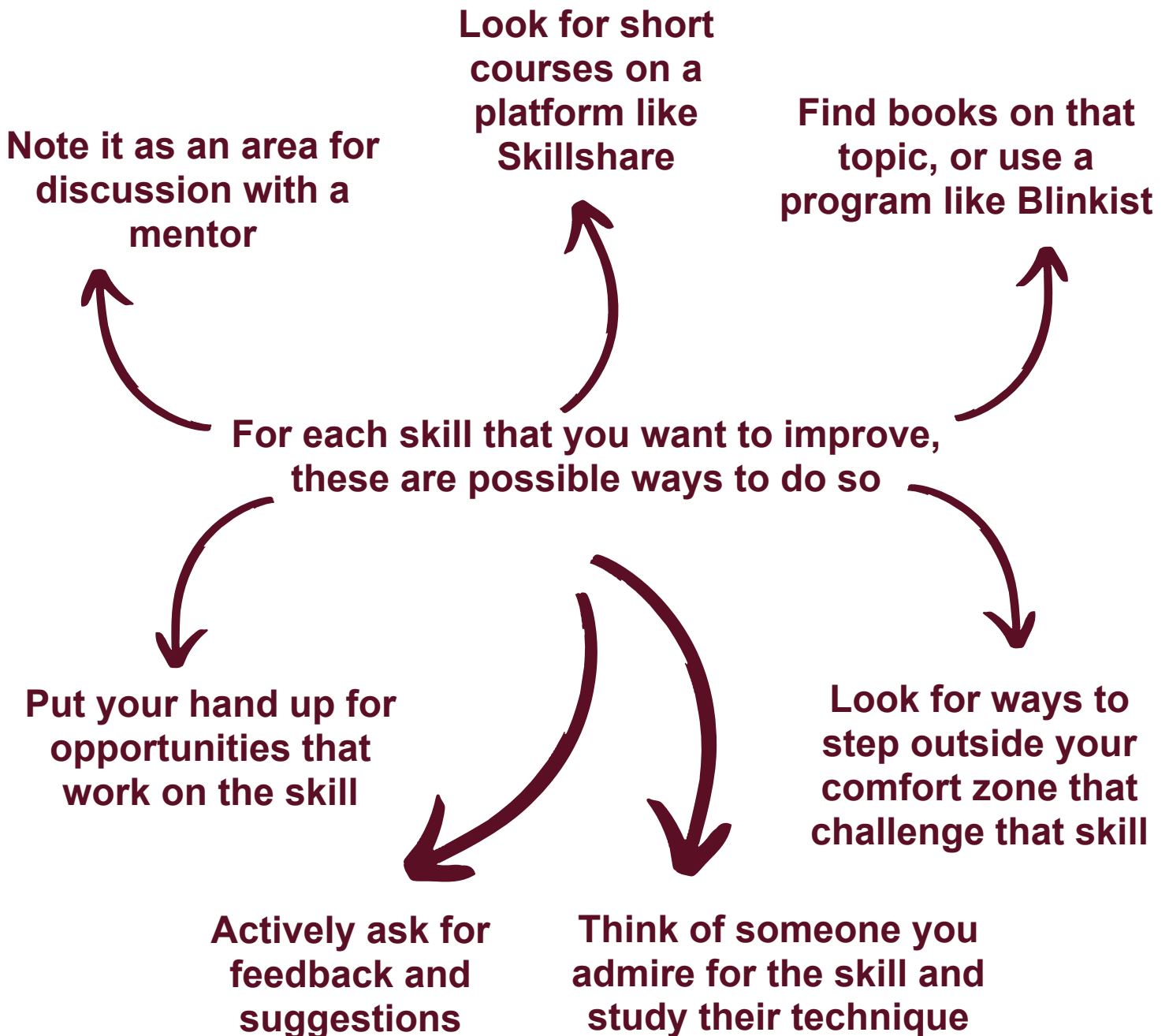
Remember, honing your strengths is just as important as working on your weaknesses.

Worksheet: Fine-Tuning Soft Skills

Ask at least one (ideally three) friends, peers or colleagues what they think your 'soft-skill' strengths are

- _____
- _____
- _____
- _____

- _____
- _____
- _____
- _____



Worksheet: Powerful Communication

Who do you admire as a communicator?
What do you admire about them?

_____	▶	_____
_____	▶	_____
_____	▶	_____

Exercises & ideas to keep in your toolkit:

- 1 Give a presentation while immitating one of the people above
Note what you were able to do better while immitating
- 1 Hold a power pose for 60 seconds before a presentation
- 3 Be aware of your body language

engaged pose

Adopt these: "High Power" Poses (top row)
Avoid these: "Low Power" Poses (bottom row)

(images courtesy of A. Cuddy, Harvard University)



Where can you practice this?

Worksheet: Powerful Communication

- 4 Prepare your material. CARBS is a handy acronym for building convincing narratives.
- 5 Distil a message by summarising it repeatedly, over less time.
- 6 Check for 'archi-speak', communicate value through evidence, lead with choices instead of open-ended scenarios.
- 7 Keep a diary of short stories and examples that can help connect you and your cause with others on an emotional level.

CARBS - example

Context (set the scene)

"When I started my job we had no systems or templates."

Action/Activities/Approach (what you did/propose)

"I found a way to use our current project management software to host process checklists. Over three years I implemented a full project process template."

Results/Recommendations (what is the result?)

"We now have a consistent step-by-step process that is used for every project, by every team member."

Benefits (what is the bigger impact?)

"There are fewer errors, and we all know what we're meant to be doing, things to look out for, and where to find more information."

Strengths (what is the broad vision?)

"The business takes on less liability and newer team members can work independently sooner, so we're a happier and more confident workplace."

Remember, all I did was create a process checklist, but by using the CARBS format, it amplifies the value.

Which technique above will you try first: _____

Worksheet: Tackling Imposter Syndrome

Can you think of a time you've felt imposter syndrome?

- 1 Remember that imposter syndrome is normal and common
- 2 Take other people off their pedestals. Observe others with perspective.
- 3 If not you, then who? Focus on the outcome or cause of your efforts, rather than questioning if you're the right person to deliver them.

Be the imposter!

Is there a time where you've felt like the odd one out?

What unique value did you have to offer because of your differences?

"Take it until you make it" - Imposter syndrome is usually fuelled by fear of shame. Fear of shame is an ancient brain tool for keeping us 'socially safe', but it's worth acknowledging that it is usually useless in the context of your career, and worth ignoring most of the time.

If your imposter syndrome was a person, how would you describe that person?

What things would this imposter syndrome character say about you?

It's normal to fear that these negative points have a hint of truth to them.

If someone said these things to your face, how would you rebut them?

Rebutting doesn't have to be outright rejection (like my example from the video). You may also argue why the opinion is partly true, but also unfair, blown out of perspective, irrelevant to the situation, or not a valid reason to hold yourself back.

**Think of the voices you spend time with.
Are there ways in which they hold you back?**

Where can you find voices that will normalise the experiences and achievements that you want?

<input type="radio"/>	_____	<input type="radio"/>	_____
<input type="radio"/>	_____	<input type="radio"/>	_____
<input type="radio"/>	_____	<input type="radio"/>	_____

Worksheet: Time Management

Your Toolkit

Tick a couple that you would like to try or use better



STRUCTURING YOUR DAY

- Time boxing - allocate tasks to a fixed time
- Pomodoro - 25 minutes deep focus, 5 minutes break
- Plan when it's effective to plan - start fresh with a plan you made earlier

EFFECTIVE USE OF TIME

- Limit distractions - create a space without notifications or interruption
- Practice 'just-in-time learning' - study the topic as you need it
- 'Merely do the work' - perfection is the enemy of productivity.

'RULES' TO REMEMBER

- Pareto principle: 20% of your working time created 80% of the the results (try to change this)
- Parkinson's law: work expands so as to fill the time that is available for it's completion (limit time)
- The two-minute rule: if it takes less than 2 minutes to do, do it immediately. Otherwise, wait.

FINDING MORE TIME

- Outsourcing - would it be cheaper and quicker for someone else to do?
- Templates and systems - if it repeats, create a template or process
- Purposeful day structure - what would a perfect day look like?

My scheduling examples:



Yearly project pipeline

Master Task List

Done	Task Name	Due Date	Project	Priority	Tags
<input type="checkbox"/>	RECURRING Post Friday post	August 5, 2022		High	The Architect Project
<input type="checkbox"/>	Organise emerging architects event	August 5, 2022		High	My First Architecture Job
<input type="checkbox"/>	RECURRING Reply to leads	August 5, 2022		High	Architecture - Managing
<input type="checkbox"/>	Remove window area from [redacted] house, explore heater panels	August 17, 2022		Medium	Architecture - Making
<input type="checkbox"/>	Course: Film + Edit Time Management	August 31, 2022		Medium	My First Architecture Job
<input type="checkbox"/>	Concept Feedback Meeting	September 1, 2022	Christine & Adrian	Medium	Architecture - Making
<input type="checkbox"/>	Concept presentation	September 1, 2022	Gundaroo	High	Architecture - Making
<input type="checkbox"/>	Course: Film + Edit Career Progression	September 2, 2022		Low	My First Architecture Job
<input type="checkbox"/>	Course: Film + Edit Networking	September 7, 2022		Medium	My First Architecture Job
<input type="checkbox"/>	03 DD CAD setup	September 7, 2022	Christine & Adrian	Medium	Architecture - Making
<input type="checkbox"/>	Course: Film + Edit Working with a Mentor	September 9, 2022		Low	My First Architecture Job
<input type="checkbox"/>	Tracy [redacted] Hempcrete Training plan	September 15, 2022	Tracy [redacted]	Medium	
<input type="checkbox"/>	Course: Film + Edit Career Momentum and Relevancy	September 21, 2022		Medium	
<input type="checkbox"/>	Feasibility Chris [redacted] - schedule	September 23, 2022		Medium	
<input type="checkbox"/>	Feasibility Elle [redacted] - schedule	September 23, 2022		Medium	
<input type="checkbox"/>	Tracy [redacted] site analysis report	September 23, 2022		Medium	

This week's tasks

Project tasks upcoming

This Week

- | | | | | |
|---|---|---|---|---|
| Monday
<input checked="" type="checkbox"/> Email Bndie
<input checked="" type="checkbox"/> Film next course topic
<input checked="" type="checkbox"/> Dulux study tour comp entry start | Tuesday
<input checked="" type="checkbox"/> LinkTREE LCH
<input checked="" type="checkbox"/> Emerging architects event ... change promo
<input checked="" type="checkbox"/> Finalise concept design BB
<input checked="" type="checkbox"/> Email Tracy - leads | Wednesday
<input type="checkbox"/> Call Carly [redacted]
<input type="checkbox"/> Edit course
<input type="checkbox"/> Call Jeremy [redacted] | Thursday
<input type="checkbox"/> Gundaroo Meeting
<input type="checkbox"/> Feedback C&C
<input type="checkbox"/> C&C CAD setup
<small>Type / for commands</small> | Friday
<input type="checkbox"/> Friday post
<input type="checkbox"/> To-do list for next week
<input type="checkbox"/> C&C CAD commencement |
|---|---|---|---|---|

Legend:	Johno Work	Sarah Work	Johno critical	Sarah critical
Week of:	29/08/2022			
	Monday	Tuesday	Wednesday	Thursday
7:00am-9:30	Johno dropoff	Johno dropoff		
9:30am-12:30		Vet 10:00	9:00-11:00 Meeting	
12:30-3:00pm	Sarah pickup	J afternoon tea @school		3:30-5:00 Meeting
3:00-6:00pm			7:15pm-8:45 Meeting	
	Lachie @ school	Lachie @ school		

'Team management' (my family!)

Worksheet: Networking

Use your notes from previous topics to inform the answers below. You can use these three steps to prepare introductions for yourself in different scenarios.

How will you introduce yourself?

Eg. "I'm Sarah from Blue Box Architects", or "I'm Sarah, I'm a third year student at Smart University."

What's one point of interest you'd like to share?

Eg. "I'm currently job-seeking and keen to build my network", or, "I'm really interested in biophilic design so this presentation caught my eye."

What's something you might gently ask?

Eg. "Please let me know if you think there's someone here I should meet," or "Do you have any favourite resources on this topic?"

Practice saying various introductions and networking conversation elements out loud to yourself.

Worksheet: Networking

Which events, platforms, groups and communities can you share on/contribute to?

- _____
- _____
- _____
- _____
- _____

What can you offer to share or contribute?

- _____
- _____
- _____
- _____
- _____
- _____
- _____

Which people, groups, or firms can you be more visibly engaged with as a listener/receiver?

- | | |
|-----------------------------|-----------------------------|
| <input type="radio"/> _____ | <input type="radio"/> _____ |
| <input type="radio"/> _____ | <input type="radio"/> _____ |
| <input type="radio"/> _____ | <input type="radio"/> _____ |

Don't forget:

1. Build your network before you need it.
2. Trust that your hard work is unlocking doors you can't see yet.
3. Say people's names back to them.
4. Keep a notebook of important interactions.
5. Follow up!
6. Don't forget to use your network.

Is there a problem you currently have or a change you'd like to make that could be helped through a current network or contact?

Worksheet: Career Momentum

Outline 2-3 goals/items to set as priorities to work on moving forward.

**"A dream written down with a date becomes a goal... A goal broken down into steps becomes a plan... A plan backed by action makes your dreams come true."
- Greg Reid**

For each one, describe the indicators and the dates associated with milestones

_____ ▶ _____

_____ ▶ _____

_____ ▶ _____

Worksheet: Career Momentum

Habit creation worksheet:

Set the intention: Outline parameters for the habit.

Create a trigger: What is the signal to commence?

Reduce friction: How can you make success likely?

Link it with reward: What's the motivation?

Create a microhabit: The smallest possible action?

Make it satisfying: What makes it feel worthwhile?

Don't forget to track it!

Worksheet: Career Momentum

Performance review preparation:

What is your role description?

What were your challenges and achievements over the last 12 months?

Which strengths and skills would you like support or exposure to develop? How can this be given?

_____ ▶ _____

_____ ▶ _____

_____ ▶ _____

Worksheet: Career Momentum

Which parts of your job do you most and least enjoy?

Goals for next 12 months:



Remember:

1. Approach as a participant, not a victim.
2. Be ready to hear constructive feedback.
3. Practice discussion points.
4. Feel welcome to take evidence, data, examples.
5. Emphasise the future rather than the past.
6. Take notes and record actionables.

Follow the instructions to build your own career pay scale.

What were the pieces of feedback, what changes or actions were discussed?

Worksheet: Mentors

Who are some potential mentors in your life?

Aspirational Mentors



'Just-Ahead' Mentors



'Peer' Mentors



Which formal mentoring programs are available to you?

Who could you access via a lunch or coffee date?

Which committees, events, or publications could offer introduction?

Worksheet: Mentors

Which social connections or colleagues might be useful?

- _____
- _____
- _____

Which peers could you formalise a relationship with?

- _____
- _____
- _____

Which topics or challenges could you discuss with a mentor?

Commit to contacting 1-3 mentors, and for each one outline how you will reach out, what the format will be, what you want to discuss with them. Prepare questions before you meet.

Mentor one: _____

Mentor two: _____