# LEVEL UP CAREER JOURNAL

**A journal for people wanting to uplevel their career**



# IF ANY OF THIS SOUNDS LIKE YOU...

- You are bored and frustrated with your current job
- Or you constantly feel overworked and overwhelmed
- There is no excitement and you dread mondays
- You feel stuck in your current position
- It feels like your career has stalled
- You are ambitious but struggle with self-motivation under your current circumstances
- You don't know what else you'd like to do or what to do next
- Or you have an idea of where you want to do but don't know how to get there
- You are struggling with job search

This journal is right for you! It will help you to:

- Remember who you are and reconnect with your vision and purpose
- Dream bigger and unlock your full potential
- Stop dreading going to work
- Get unstuck and unlock new opportunities for yourself
- Recognize and change thinking patterns that sabotage your success
- Grow and climb the ladder from a place of gratitude and clarity
- Develop work routines that make you feel happy and fulfilled

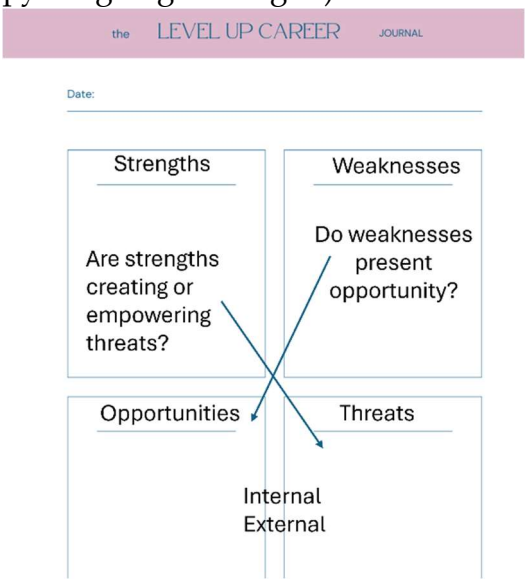
In this journal you will find pointed questions intended to inspire your reflection and goal setting. You will find note pages, and SWOT pages. SWOT is an acrostic for Strengths, Weaknesses, Opportunities and Threats. To conduct a SWOT analysis, begin with a goal or desired outcome. Ask a few questions:

- What strengths will move me closer to the objective?
- What weaknesses slow progress?
- How is reaching the objective an opportunity?
- What opportunities might exist along the journey?
- Are there any threats to success?
- Are any of my strengths contributing to threats?
- Are any of my weaknesses contributing to opportunities?

Imagine you're going on a treasure hunt. A SWOT analysis helps you figure out the best way to find that treasure! **Here's how it works:**

1. **Graphically illustrate:**
    - **Strengths:** What are you really good at? What tools or skills do you have that will help you on your hunt? (Example: You're a great map reader, you have a quality compass, and you're super determined.)
    - **Weaknesses:** What are you not so good at? What might hold you back? (Example: You're scared of spiders, you get lost easily, and you're afraid of the dark.)
    - **Opportunities:** What things in the environment could help you find the treasure? (Example: You heard a rumor the treasure is hidden in an abandoned castle, and you have a friend who knows a lot about that castle.)
    - **Threats:** What things in the environment could stop you from finding the treasure? (Example: There might be traps in the castle, other treasure hunters might be looking for it too, and there might be a grumpy dragon guarding it!)
2. **Now, think about how these things work together.**
    - How can you use your strengths to take advantage of the opportunities? (Example: Use your map reading skills to navigate the castle and your determination to overcome any obstacles.)
    - How can you overcome your weaknesses to avoid the threats? (Example: Bring a flashlight to overcome your fear of the dark and stick with your friend who knows the castle to avoid getting lost.)

    **That's it! You've just done a SWOT analysis.**



## HOW TO GET THE MOST OUT OF OF THIS JOURNAL

I recommend going through the whole journal once over a long weekend and then journal for 15 minutes per day answering 1 question each day. Keep reviewing how your answers changed over time, set the intention to take aligned action and trust that the process will call lasting change into your life.



## MEET THE AUTHOR

Bill Carpenter
Certified Coach
Maxwell Leadership Team Member

Date: _____

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# THE DREAM

The only way to do great work is to love what you do. - Steve Jobs

## Prompts

- If I could do anything at all for a job it would be ...
- Try to describe your ideal scenarios when it comes to workspace, colleagues, working hours, work from home and work routines
- How much responsibility do you want? How much autonomy do you want to have when it comes to what you work and focus on and how you execute things?
- Do you want to manage people? If so, how many? How would you show up as a leader?
- When I think about changing careers I feel .... (write down your feelings then go through it again and ask yourself: Why do I feel like that?
- What do I want permission to become?
- After reviewing everything you wrote based on the previous prompts: How much would you like to earn? What do you think would be a fair compensation that makes you feel valued and appreciated and allows you to finance your ideal lifestyle?

Date:

Date: _____

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# THE POSITIVE

Once you replace negative thoughts with positive ones, you'll start having positive results - Willie Nelson

## Prompts

- What do you like about your current (or last if you are currently looking for a job) position? Think of big things as well as the smallest details.
- What do others value about me? What comes easy and natural to me that others find challenging? What excites me and makes work go by fast?
- What have I done well in the past when it comes to work and my career? Where have I positively surprised myself and/or others?
- What are things I can do to recharge when I feel drained or burned out?
- When thinking of my ideal vs. my current work routine - what changes can I make to improve my current routines?
- Where can I ask for help or support? Is there something I could do significantly better if I had more training? Are there things I am not good at or that drain me and that someone else could do? Who can I talk to about that and how can I best address it?
- How can I bring and show more of my strengths? How can I support others better and show that I have what it takes to get to the next level?




Corepath.life strategies

Date:

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# THE POTENTIAL

We'll never know our full potential unless we push ourselves to find it
- Travis Rice

## Prompts

- Has there been a conflict or miscommunication at work? Have I done everything in my power to resolve it in a responsible way through the right channel/with the help of the right people?
- If I am completely honest with myself, have I already quit my job emotionally and checked out internally? If so, do I want to follow through with my decision and move on to a new job?
- If I am completely honest with myself, am I ready for the next level or are there areas I need to work on first? If so, what areas do I need to work on? What is the current state and where do I need to be to be ready for the next better opportunity?
- If I am completely honest with myself, would I hire myself? If yes, why is that? If not, why is that?
- If I think about myself as a personal brand - how do I want to position myself within my company and on the market? What are my values? What are my strengths and weaknesses? What combination of experience, talent, skills and character traits makes me unique?
- When have I last done an inventory? Is my linked in profile up to date? What would my potential dream employer find on my social channels? What does my CV look like?

Date:

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# THE NEXT STEPS

"A goal without a plan is just a wish." Antoine de Saint-Exupéry

## Prompts

- What do I want my career to look like in one year? Five years? Ten years? Be as specific as possible.
- What changes do I need to make over the next 3, 6 and 12 months if I want to make my goals become a reality?
- What skills do I need to learn? How do I need to grow as a person?
- What resources do I have available to make these changes?
- Who can support me on this journey and hold me accountable?
- How can I make time for growth?
- What boundaries do I need to set at work and in my personal life to ensure progress?

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# SELF-WORTH

## Affirmation

"I am a valuable human being and my needs, desires, dreams and goals matter."

## 3 things You are Grateful For Today

## 3 Good things that happened today

# CORE VALUES CLARITY

Knowing our true core values empowers us to live a life of integrity in which our goals and actions align with our beliefs and values. This worksheet will help you to reveal your real core values, how they relate and when they collide so that you can successfully integrate them into your life. Mark this page up, add values that may be missing for you. Make it yours, Coauthor your future.

## STEP #1

Read through all these values and check all that are important to you:

- Abundance
- Advancement
- Adventure
- Affection
- Appreciation
- Balance
- Be True
- Beauty
- Career
- Caring
- Change
- Change
- Charisma
- Clarity
- Commonality
- Communication
- Compassion
- Connection
- Contentment
- Contributing
- Cooperation
- Courage
- Creativity
- Diversity
- Effectiveness
- Encouragement
- Endurance
- Enjoyment
- Entertain
- Entrepreneurial
- Excellence
- Excitement
- Facilitation
- Faith
- Fame
- Family
- Finances
- Fitness
- Forgiveness
- Forgiveness
- Freedom
- Friendship
- Friendship/Relationship
- Fun
- Fun-Loving
- Generosity
- Giving People a Chance
- Goodness
- Grace
- Gratitude
- Happiness
- Harmony
- Home
- Honesty
- Humanity
- Humor
- Innovation
- Integrity
- Intelligence
- Invention
- Involvement
- Joy/Play
- Justice
- Kindness
- Knowledge
- Leadership
- Learning
- Love
- Love of Career
- Loyalty
- Openness
- Order
- Patience
- Patience
- Peace
- Personal Development
- Power
- Pride in Your Work
- Professionalism
- Prosperity
- Quality
- Reciprocity
- Relationship
- Religion
- Renewal
- Respect
- Respect
- Security
- Self-Respect
- Speed
- Spiritualism
- Strength
- Success
- Teamwork
- Trusting Your Gut
- Wealth
- Wellness
- Willingness
- Wisdom
- Work Hard
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

# CORE VALUES CLARITY

## STEP #2

Write them down here in the left column. Now read through them again and decide what 6 values are most important to you:

| *All values I checked* | *My top 6* |
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## STEP #3

Write down what each of these values mean to you and why they are important:

| *My top 6* | *What they mean, why they are important and how they show in your life:* |
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# CORE VALUES CLARITY

## STEP #4

Do all of your top 6 values integrate well with each other or is there conflict between any of the values?

| *Top 6 Values* | *Conflicting Value* | *Where do these values collide? What is the conflict?* |
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## STEP #5

Define your Top 3 Core values.

| | *Note down value* | *Because* |
|---|---|---|
| *My #1 priority is* | | |
| *My #2 priority is* | | |
| *My #3 priority is* | | |

# CORE VALUE CLARITY

## STEP #6

Now that you know your Top 3 priorities, ask yourself: Does it show in my everyday life that Value (X) is my #1 priority? If not, why is that? How can I infuse this value more in all areas of my life? (Repeat the question with all Top 3 Core Values)

## STEP #6 (REPEAT)

# CORE VALUE CLARITY

## STEP #6

Now that you know your Top 3 priorities, ask yourself: Does it show in my everyday life that Value (X) is my #1 priority? If not, why is that? How can I infuse this value more in all areas of my life? (Repeat the question with all Top 3 Core Values)

## STEP #7

Now that I know my Top 3 Core values and how I want to infuse them more into my everyday life, how can I solve any core value conflict?

## STEP #8

Use this template to clarify in your core values. Make copies and place it somewhere, you can see it on a daily basis so that you are always reminded of your core values and can live and make decisions that are in alignment with them. Revisit your values regulary.

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